

160th ViSCA Board of Trustees Meeting

24 October 2000

FARMI Training Room

ViSCA, Baybay, Leyte

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ViSCA, Baybay, Leyte

Present:

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

Others Present:

Dr. Bonifacio Acapulco CHED Regional Director CHED Regional Office VIII Regular Invitee
Dr. Conchita Astrologo Vocational School Superintendent ViSCA- Villaba Campus (LNCAST) Regular Invitee
Mr. Pablo Pedrera OIC-Vocational School Superintendent ViSCA-Alang-alang Campus (LSSA) Regular Invitee

I. CALL TO ORDER

Commissioner Manuel D. Punzal, the new Chairman of the ViSC Board of Trustees, called the meeting to order at 1:30 p.m. He immediately called the ViSCA Board of Trustees to a short prayer prior to the formal start of the 160th BOT Meeting.

II. Roll Call

Commissioner Punzal inquired from the ViSCA Board Secretary to check the roll of members to determine if there was a quorum. The ViSCA Board Secretary informed the Chairman that all the members of the ViSCA Board of Trustees were present. The two (2) private sector representatives have yet to be selected. Also present at this BOT Meeting were the heads of two (2) of ViSCA's four (4) external campuses: (1) Dr. Conchita Astrologo, Vocational School Superintendent of the ViSCA – Villaba Campus (Leyte National College of Agriculture, Science and Technology- LNCASST); and (2) Mr. Pablo Pedro, head of the ViSCA – Alang-alang Campus (Leyte State School of Agriculture and LSSA). Dr. Bonifacio Acapulco, the Regional Director of CHED was also present.

III. Chair's Privilege

Chairman Punzal expressed his appreciation of having been appointed as Chairman of the ViSCA Board of Trustees. He also appreciated very much the level of team spirit and cooperation permeating in the institution as manifested in the very successful staging of the Millennium SCUAA Games here at ViSCA. Chairman Punzal was looking forward at having a very "fruitful and productive relationship" with the members of the ViSCA Board of Trustees.

IV. Adoption of the Proposed Agenda

Commissioner Punzal requested the Board Secretary to read the items calendared for this Board of Trustees meeting. The Board Secretary then read the items calendared for this BOT Meeting. He also informed the members of ViSCA BOT that Other Matters in addition to the calendared items for discussion will be entertained at this time.

After the agenda was presented, Hon. Cyril Arradaza requested that proper notice to each Board Member together with a copy of the agenda be sent at least three (3) days prior to the schedule of the meeting." Chairman Punzal instructed the Board Secretary to take note of the request.

Commissioner Punzal then informed the BOT that "the Chair now accepts a motion for the approval of the agenda calendared and those matters added in the original." Dr. Guindolino R. Gerona moved for the approval of calendared agenda and Dr. Perla M. Tan seconded the motion.

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

Commissioner Punzal asked the members of the BOT to look at the minutes, presented in Tab A, for correction.

Dr. Perla Tan requested the Board Secretary to correct lines 11-12 of page 3 in as much as this is not a complete sentence. The Board Secretary informed Hon. Tan that this was a verbatim quote and to which Hon. Tan replied that "if this were the case, then the lower case "w" should be used so that it would not seem as if it were the beginning of a sentence.

After a few minutes, the Board, upon motion by Trustee Rapada and duly seconded by Hon. G. R. Gerona, approved the minutes of the 159th BOT Meeting held at the Leyte Normal University, Tacloban City on 10 August 2000 from 4:00 p.m. to 7:15 p.m. as written without prejudice to corrections which might be done in the process of discussion.

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

As suggested by the past ViSCA Chairperson, Commissioner Kate C. Botengan, Matters Arising from the Approved Minutes would be taken up together with the President's Report so that the Board could see what management had done.

Chairman Punzal again asked the members of the ViSCA BOT "to go over the just approved minutes for any updates, follow ups, clarificatory statements, and other motions that you would like to discuss."

Dr. Guindolino R. Gerona, the Director for Extension, requested a clarification from President Milan of the statement on page 17, lines 13 and 14, to wit: "The CCE will be directly under the Vice President for Academic Affairs". He informed the body that about two (2) weeks ago, the issue of jurisdiction of the CCE was referred to the Advisory Council for Extension (ACE) by Dr. Dolores Alcober, the erstwhile Director of the CCE. During the ensuing

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discussion, the ACE ruled that since the CCE will basically be used for extension activities, then it should fall under the jurisdiction of the Director of Extension.

Chairman Punzal then requested President Milan to shed light into the matter. President Milan explained that "the Center for Continuing Education is the venue for all trainings, seminars, workshops, and conferences." She added that "the ADCO decided to place it under the Vice President for Academic Affairs for two reasons: first, because the venue can be used by research, instruction and extension units of the College. Although it is true that, as of the moment, most of the trainings and conferences are related to extension, there are also activities of Instruction that are held there. We should not preclude that there will be Research activities to be held in this facility. Second, by virtue of the organizational set-up, it would be easier for any unit of the college to gain access to the facility because the head of this unit is the Assistant Director of Graduate School who is directly under the Vice President for Academic Affairs."

Chairman Punzal then commented that "if it is for all (units of the college) to use, it must be the higher authority who needs to make the decision so that no conflict will occur or will be minimized since the clearance is made by higher authority."

There were some more concerns about the issue. In view of the limited time, President Milan made a motion to the effect that "the issue on the jurisdiction of CCE to be under the Vice President for Academic Affairs or under the Director of Extension will be resolved by management." Dr. Garcia seconded the motion.

Dr. Perla Tan inquired from the President if the last paragraph of pages lines 15 and 16 has been corrected, to wit: "the on-campus students will be paying P50.00 more." President Milan replied that "the proposal has been corrected, however, in the minutes it should stay as is."

After ascertaining that there were no other Matters Arising from the Approved Minutes, President Milan presented to the Board of Trustees her report of activity for the past two (2) months. One of the highlights included the acceptance of P5.0 million from funding agencies. Chairman Punzal congratulated the President for a job well done.

VII. UNFINISHED BUSINESS

A. Sandoval Case

President Paciencia P. Milan informed the Board that a Formal Charge against Dr. Antonia Cecilia Y. Sandoval was done as instructed by the BOT during the last meeting. The formal charge was done on 16 October 2000 and received only last 23 October 2000.

Trustee Rapada noted the long delay in the actions of the ViSCA Administration vis-a-vis this case. He expressed apprehension about the "foot-dragging" by the administration.

President Milan replied that because the Sandoval Case is a watershed case, it requires careful legal advice. She explained that early on "I made a decision on the case. As practiced by the previous ViSCA Presidents, after an investigation of a case by a Fact-Finding Committee was completed and evidence(s) of violation(s) were found, I made a decision based on the recommendations of the committee. In this case, I meted out a penalty of "six (6) months suspension without pay" but the BOT questioned the penalty on grounds that we may have violated the rights of the accused. The BOT then required that a Formal Investigation Committee be created to provide the accused "due process" despite the waiver of the accused to be "formally investigated."

Trustee Rapada replied that "I would just like to request that somehow we move on this case a bit faster." Chairman Punzal commented that he observed that "maybe because ViSCA does not have a legal retainer in the school that would give the administrators legal advice, really is constraining the actions of management." President Milan replied that as of the moment, ViSCA has designated Provincial Fiscal Demosthenes F. Tugonon to be the legal counsel of ViSCA and that Fiscal Tugonon is a member of the Formal Investigation Committee. To the query of Hon. Arradaza of the role of Atty. Guinocor, Pres. Milan replied that "Atty. Guinocor is simply consulted to provide guidance on legal issues at hand."

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VIII. NEW BUSINESS

A. Academic Matters

1. Candidates for Graduation – Summer 2000 and First Semester SY 2000-2001

Prof. Daniel Tudtud, the Board Secretary, presented to the ViSCA Board of Trustees, the list of candidates for graduation for Summer 2000 for the ViSCA Main Campus and the ViSCA Alang-alang Campus and for the First Semester SY 2000-2001 for the ViSCA Main Campus.

Hon. Rogelio Galman made a motion to confirm the candidates for graduation and Trustee Rapada seconded the motion. Hearing no objections, Chairman Punzal indicated that the ViSCA Board of Trustees confirmed the graduates for Summer 2000 and First Semester SY 2000-2001.

Board Resolution No. 60, s. 2000

Confirming the list of candidates for graduation in the Main Campus and the Alang-alang Campus as endorsed by the Academic Council for Summer 2000.

Board Resolution No. 61, s. 2000

Confirming the list of candidates for graduation in the Main Campus as endorsed by the Academic Council for the First Semester SY 2000-2001.

2. Proposed Fees and Guidelines in the Use of Facilities of the Center for Continuing Education (CCE)

President Milan informed the body that the proposal was deliberated and approved by the ADCO. Trustee Rapada commented that the fees charged to different sectors of the ViSCA community should vary depending on their financial capability. Specifically, he cited the case of ViSCCO which is a multi-million peso cooperative and therefore has the financial capability to pay more.

Chairman Punzal appreciated this comment in the light of the need for SUCs to be more creative in raising funds for its own use. This could be one possible way by which the college will be able to generate the much needed income. Inasmuch as there were already existing guidelines covering the issue, Chairman Punzal indicated that it was up

to the management to specify the amount it will levy for the different sectors of the ViSCA community.

Board Resolution No. 62, s. 2000

Approving the Proposed Fees and Guidelines in the Use of Facilities of the Center for Continuing Education (CCE) as specified by the management.

3. Proposal to Determine Workload for On-Campus and Extramural Courses Offered Simultaneously

Hon. Perla Tan inquired if the college already started offering an undergraduate extramural program as mentioned in the proposal. President Milan replied that proposal came about in order to settle the issue of how much workload to give to Professors/Instructors who taught a particular undergraduate subject that extramural graduate students also had to take as part of their course requirements leading to the degree.

However, Hon. Tan insisted that since there was really no undergraduate course offered extramurally, then the proposal should delete the word undergraduate in order not to confuse the issue.

Chairman Punzal, mindful of the ensuing academic discussion asked the Board to defer action on the matter and instructed the President to settle the matter prior to presentation in the BOT.

4. Guidelines in Hiring Part-time Instructors

President Milan informed the body that as of the moment, ViSCA does not have any formal guideline. Chairman Punzal request the President to point out what portion/portions of the proposed guidelines that the BOT should look at more critically. To this, President Milan pointed out the lower portion of the proposal, to wit: "In case no master's degree holder applies or qualifies, the applicant must possess the following minimum qualifications:

- (1) At least a Bachelor's degree majoring in the field needed by the requesting department;
- (2) GPA of 2.50 or its equivalent and an average of at least 2.25 or its equivalent;
- (3) Good moral character based on references; and
- (4) Good health as certified by a ViSCA physician.

President Milan continued to explain that this proposal came about in response to the hiring by the Department of Arts and Letters a Soil Science major who was then tasked to teach English. President Milan emphasized that "the administration is quite strict as far as applicants having failing grades in the major subjects." This is done for the reason that "there are very many applicants and so, we have to select the best among the applicants."

Hon. Rogelio Galman commented that maybe, what the guideline lacks is an objective assessment of the applicant's commitment to the job being applied for. Hon. Tan commented that he fully supported the stand of Hon. Galman and that EQ as important as IQ. Chairman Punzal fully supported the views mentioned and indicated to President Milan that "although you will not be able to get a very precise rating (for the EQ), it will suffice that this component is part of the said assessment/guideline."

Hearing no other comments/objections, Hon. Galman moved for the approval of the proposal as corrected and this motion was seconded by Hon. Go-Soco. The Board then passed:

Board Resolution No. 63 , s. 2000

Approving the Guidelines in Hiring Part-Time Instructors

5. Guidelines in the Secondment of ViSCA Staff

President Milan explained to the body what secondment is by saying that "it is the process wherein regular staff members (of the college) are requested by outside (government) agencies to provide service (on a full-time basis) to the requesting agency/institution." He continued that "as of the present, ViSCA has some personnel seconded to the DA-BAR and to the PCC."

Hon. Buenaventura Go-Soco commented that there is nothing in the guidelines that stipulates that "it should not jeopardize the operation of the office." Hon. Galman, on the other hand, commented that the guidelines do not have a provision of what the institution will do if the staff does not return." To this comment, Pres. Milan indicated that the College will be quite powerless in the event it happens.

Hon. Go-Soco also commented that “the proposal needs to have a rationale stating what benefit(s) the institution will derive from the said arrangement. It is my opinion that the students will be deprived of good teachers.” Hon. Tan made a comment on the meaning of “gainful employment” as indicated in Guideline No. 4 under Terms. This should be clearly defined.” Hon. Arradaza, on his part, stated that the meaning of the words “gainful employment” is self-explanatory. Hon. Go-Soco commented that Guidelines No. 1 and No. 4 were apparently contradictory to one another and should be appropriately revised by the Committee.

Chairman Punzal, after noting the need to have a more basic understanding of the true intent of the proposal, instructed the President to return the proposal to the Committee and that a good Rationale should be presented. The BOT deferred action on the proposal.

6. Proposed Guidelines in Designating Qualified Administrative Staff to Perform Academic Functions.

Hon. Perla Tan suggested to President Milan that “the proposal be returned to the proponent inasmuch as it requires debate. For instance, No. 3 on page 1 it states that ‘qualified administrative staff shall be granted the appropriate faculty rank or designation in various research, training and academic departments of ViSCA.’ This is questionable because before one becomes a member of the faculty, there is a very stringent qualification requirement.”

President Milan replied that there were some faculty with academic ranks who were not actually teaching but were engaged in research/extension and/or administration. The ViSCA Administration had decided not to give academic ranks to units not doing actual teaching.”

Hon. Tan reiterated her objections on the proposal and again suggested that the proposal be returned to the proponent and that Guideline No. 3 be revised. Hon. Arradaza supported the move of Hon. Tan and the BOT deferred action on the proposal.

7. Proposed Revision of Section III of the Merit System for Faculty and Academic Staff

Hon. Perla Tan informed President Milan that "it would be more proper (for the proponent) that the existing and the proposed provision be placed side-by-side so that it would be easy to make comparisons. Hon. Cyril Arradaza likewise requested "to see the presentation of the existing guideline to see the comparison including the rationale of the revisions."

In view of the request by the Faculty Trustee for a deferment, the BOT acceded to the request and deferred action on the matter.

8. Additional Guidelines in the Allocation of Workload Points and Related Policies

Hon. Perla Tan pointed out to President Milan Guideline No. 64 on page 2 which states, to wit: "In no case shall a faculty member be assigned to more than one (1) project. If ever this cannot be avoided, he will only get a maximum of 5 workload units." Dr. Tan commented that "this is unfair because it is not under his control so why should he not be given additional workload units?"

President Milan replied that "there are faculty members who have as many as eight (8) projects going at the same time. How can one person physically supervise all of these projects in a day?"

Hon. Tan suggested that the guideline in question be rephrased as follows: "In case a faculty member handles more than one project, he will only get a maximum of 5 workload units." Hon. Tan also proposed for the deletion of Guideline (c) on page 2 of the proposal which states that, to wit: "For recruitment purposes, husband and wife should belong to the same unit/department/center." She based her reaction on the grounds that "this is also patently unfair as it is discriminatory." She would rather that we keep silent on the matter."

Hon. Rogelio Galman moved for the approval of the proposal as modified and Hon. Go-Soco seconded the motion. There being no other objections, the BOT approved the proposal as modified.

Board Resolution No. 64, s. 2000

Approving the Additional Guidelines in the Allocation of Workload Points and Related Policies as modified.

9. Proposed Revision of Research & Development and Extension (RDE) Workload Guidelines

President Milan introduced the proposal to the body and pointed out the salient features of the proposal. She explained to the member of the BOT that this proposal was taken up and approved by the ADCO in its last meeting. This proposal is now presented to the BOT for approval since it is a change in policy.

Hon. Perla M. Tan commented that "in the proposed guidelines, the workload units have been increased by one (1) workload unit over the existing. The reason put forward for doing this is that 'the workload of research and extension personnel are comparable to that of teaching personnel'. I object to that statement on the grounds that the work of teaching personnel are very much different from that of R/D & E personnel." Dr. Tan also pointed out that another area that needed to be refined was Guideline No. 9, to wit: " 'A faculty assigned at the research/extension coordinating office is entitled to 10.0 administrative workload units per semester.' This is a vague statement and runs counter to the intent of the attachment."

President Milan explained that this refers to academic faculty who have been designated to head specific offices like the Director of NARC. Dr. Tan opined that if this were indeed the case, then it should specify that this is what we are referring to and not just any faculty member.

President Milan further elucidated that "there are some personnel with academic ranks doing administrative jobs like monitoring research/development and extension activities of the college. Furthermore, R/D and E personnel do administrative, facilitative, linking and other functions. So, these personnel should be also given the 10 points as workload."

Dir. Cirilo Balagapo commented that the type of research differs and that its corresponding workload should be adjusted accordingly. There are some researches that require specific timeframes while others are simply time dependent for the reason that we are in the biological arena.

At this point, Dr. Tan suggested that the proposal be returned to the proponent for improvement and refinement.

Dr. Guindolino Gerona objected to the suggestion on the ground that the BOT needs to take a definite action on this as this has been the product of very lengthy discussion among R/D & E personnel. He pointed out that "extension personnel are a very sensitive lot. Nobody would really like to engage in extension for the reason that it is considered a non-important and a non-prestigious assignment. This is why it is very difficult to get the good extension personnel to work in extension. They would rather be in the teaching force since they get bonus workload units if the classes they handle have more than 20 students."

President Milan commented that the observation of Hon. Gerona is true. For the record, President Milan stated that "there are more faculty members who are receiving higher honoraria for teaching overload than personnel doing R/D and E work. This proposal came about due to the questions raised by the COA Auditor regarding the workload of work faculty are doing in research and extension. This was when C reviewed our total workload. Considering the apprehension of teaching personnel of this development, I would encourage them to come up with their own proposal."

In view of the very academic discussions, Hon. Arradaza moved that action on the proposal be deferred until the next BOT meeting. This was seconded by Trustee Rapada.

10. Renewal of the Designation of Prof. Daniel M. Tudtud, Jr. as College/Board Secretary

There was a very short discussion on the matter. Hon. Rogelio Galman moved for the approval of the renewal of the designation of Prof. Daniel M. Tudtud, Jr. Buenaventura Go-Soco, Jr. seconded the motion.

Board Resolution No. 65, s. 2000

Approving the Designation of Prof. Daniel M. Tudtud, Jr. as College/Board Secretary.

11. Request of the ViSCA-Isabel Campus (INAVS) to Offer the BS Agribusiness Degree Program and Authority to Graduate the First Batch

President Milan informed the members of the BOT that prior to its integration into the ViSCA system, INAVS started, on their own, to offer the BS Agribusiness. After a review was conducted about their curriculum, it was found that their program offering was quite different from that of ViSCA. Supt. Ritaga, however, was amenable to adopting the ViSCA curriculum.

Trustee Rapada commented that the proponent should have been submitted their proposal for the BOT to evaluate. He also questioned the move by INAVS to offer the course despite the lack of authority from CHED to start offering the course.

Prof. Daniel Tudtud then, requested permission from the Chairman to explain the situation. He narrated that "INAVS sent their proposal to ViSCA and that their proposal was reviewed and evaluated by the Department of Ag. Economics and Agribusiness. The department recommended that INAVS should immediately stop their BS Agribusiness program on the grounds that it does not have the teaching faculty. What Trustee Rapada also said is true that INAVS began offering the course without any authority from CHED. The school simply was anticipating a favorable action from CHED on the matter after Mr. Sayajon of CHED RO-8 indicated to INAVS that their proposal is sure to get CHED approval. Having personally been to the INAVS campus and after having talked to the faculty involved in the program, we have come to an agreement that they will graduate the first batch following their existing curriculum but for the next batches, they will be following the ViSCA Main Campus curriculum. Furthermore, we have also tentatively agreed that there will be frequent faculty consultations so that we will be able to help the faculty in-charge of certain subject.

President Milan was equivocal that "the administration does not condone the practice of offering a program without authority to do so. However, it also realizes the bind the INAVS management is in and would like the ViSCA BOT to give them a chance even just this once."

Hon. Buenaventura Go-Soco stated very clearly that "the ViSCA BOT will treat this as an exception to the rule in view of the

circumstances surrounding the situation.” Hon. Go-Soco then made motion for the approval of the request of the ViSCA-Isabel Campus (INAVS) on the condition that beginning the second batch, the curriculum of the Main campus will be followed. Hon. Cyril Arrada seconded the motion.

Board Resolution No. 66, s. 2000

Approving the request of the ViSCA-Isabel Campus (Isabel National Agricultural and Vocational School – INAVS, to offer the Agribusiness Program and authority to graduate the first batch PROVIDED that beginning the succeeding batches follow the Agribusiness curriculum of the ViSCA Main Campus.

B. Administrative Matters

1. Recommendation to Award Construction of Drying and Storage Laboratory to Lake City Builders

Hon. Buenaventura Go-Soco inquired from President Milan if management followed the procedure specified by law on the awarding of construction projects. President Milan assured the BOT that all the law procedures were faithfully followed.

After ascertaining this, Hon. Go-Soco made a motion to approve the award to Lake City Builders and this was seconded by Hon. Arradaza.

Board Resolution No. 67, s. 2000

Approving the award for the construction of the drying and storage laboratory to Lake City Builders.

2. Selection of private Representatives for the ViSCA BOT

President Milan informed the BOT that the a Search Committee was formed for the purpose of nominating and screening nominees from Private Sector representatives. So far, after several months of trying, the Search Committee was able to nominate and screen only four candidates. Hon. Tan commented that per R.A. 8292, a minimum of (5) nominees have to be screened. This is mandatory.

Hon. Buenaventura Go-Soco proposed for the inclusion of another potential candidate, retired NEDA Regional Director (CAR Region) Dr. Jose Mazo who just retired last 20 October 2000.

With the addition of Dr. Mazo as a possible candidate, President Milan inquired if the BOT will again defer the selection of the two

private sector representatives. Ho. Go-Soco replied that it has to be so, in order that the process will be above question. Dr. Gerona inquired if the past private sector representatives are still qualified to which Pres. Milan answered in the affirmative. However, nobody nominated them. Hon. Rogelio Galman requested that the BOT be given a short summary of vital information of each of the nominees.

After all questions related to the selection process were cleared, Dr. Perla Tan made a motion for the deferment of the selection of the private sector representatives until such time that the Search Committee shall have submitted to the BOT at least five (5) candidates. Trustee Michael Rapada then seconded the motion filed.

3. Confirmation of the Appointment of Part-Time Teachers and Appointment of Regular (Temporary) Personnel

President Milan presented the list of personnel for confirmation by the BOT. The Board, after ascertaining that all the usual procedures were followed confirmed the appointment of part-time teachers and regular (temporary) personnel.

Board Resolution No. 68, s. 2000

Confirming the appointment of Part-Time Personnel for the 2nd Semester SY 2000-2001.

Board Resolution No. 69, s. 2000

Confirming the appointment of Regular (Temporary) Personnel effective on the dates indicated.

At this point, President Milan acknowledged the return of Chairman Punzal and turned over the responsibility of Chairing the BOT meeting to the Honorable CHED Commissioner.

4. Request by ViSCA-Villaba Campus (LNCAST) for Authority to Purchase a New Vehicle Charged to Savings

President Milan presented to the body the request by Dr. Conchita Astrologo for authority to purchase a new vehicle for the campus charged to savings.

The Board, after carefully looking at the documents presented were in favor of the acquisition of a new vehicle. Dr. Guindolino Gerona made a motion to approve the acquisition of a new vehicle for the

Villaba campus charged to savings. This was immediately seconded by Hon. Buenaventura Go-Soco.

Board Resolution No. 70, s. 2000

Approving the purchase of a new vehicle for the ViSCA Villaba Campus (LNCAST) charged to savings subject to appropriate laws/regulations governing its purchase and the usual accounting and auditing rules and guidelines.

5. PBAC Recommendation to Increase the Honorarium of Engr. Augusto T. Fernandez from P300.00/Meeting to P500.00/Meeting.

President Milan presented the body the recommendation of the Finance Committee relative to the proposed increase.

After looking at the proposal, the Board was convinced of the necessity of doing so. Hon. Rogelio Galman made a motion to approve the PBAC recommendation. This motion was seconded by Trustee Rapada.

Board Resolution No. 71, s. 2000

Approving the PBAC recommendation to increase the honorarium of Engr. Augusto T. Fernandez from P300.00/meeting to P500.00/meeting subject to availability of funds .

6. Utilization of Income

President Milan provided a brief background on the proposed utilization of college income for the Main Campus as well as for the External Campuses.

Several questions were raised on the proposed utilization of income from all the units. It was noted that the format used by the External campuses were different from the format used by the Main campus. The Board requested that next time, the Main Campus format has to be adopted by all. The Board deliberated on the matter for a few minutes.

When all questions on the issue were answered, President Milan made a motion to approve the requests for utilization of income. This motion was duly seconded by Hon. Go-Soco. Chairman Punzal, hearing no objections, approved the proposal.

Board Resolution No. 72 , s. 2000

Approving the requests from all the ViSCA campuses for the utilization of income.

7. Authority for the ViSCA President to Claim Actual Expense and/or Per Diem While on Official Travel

President Milan presented to the Board the request by the Finance Officer to provide the President the authority to claim actual and/or per diem while on official travel.

Hon. Buenaventura Go-Soco inquired if this was applicable only to domestic travels of the President. After the President explained that indeed this was applicable only to domestic travels, Hon. Go-Soco made a motion to approve the proposal. This was duly seconded by Hon. Rogelio Galman. Chairman Punzal, hearing no objections approved the resolution.

Board Resolution No.73, s. 2000

Approving the request for authority by the ViSCA President to claim actual expenses and/or per diem while on Official Travel (domestic).

8. Request to Give Health and Medical Allowance Charged to Income

President Milan presented to the Board, the proposals of the different campuses (with savings) to give Health and Medical Allowance to their respective personnel subject to the availability of funds. The Main Campus requested authority to give not more than P4,000.00 per annum; for the Villaba Campus, not more than P1,000.00 per annum; and for the Biliran Campus, not more than P2,000.00 per annum.

Trustee Rapada inquired if, for the Main Campus, the Health and Medical Allowance will be sourced from the BOT share? The Board Secretary provided information to the effect that the BOT share of the income amounts to only P580,000.00 meaning that the main source of this benefit is from the main income of the college outside of fiduciary income like tuition fees and the like.

Hon. Cyril Arradaza inquired if this benefit will be enjoyed by all personnel. To this query, President Milan assured him that all ViSCA (Main Campus) personnel will enjoy the benefit. Chairman Punzal suggested that this be given in kind and that an insurance company has to be contacted "so that it will not defeat the purpose of allocating that

Villaba campus charged to savings. This was immediately seconded by Hon. Buenaventura Go-Soco.

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Hon. Cyril Arradaza inquired if this benefit will be enjoyed by all personnel. To this query, President Milan assured him that all ViSCA (Main Campus) personnel will enjoy the benefit. Chairman Punzal suggested that this be given in kind and that an insurance company has to be contacted "so that it will not defeat the purpose of allocating that

money for medical and health insurance. It is a known fact that people tend to use the money for other purposes."

After a lengthy discussion on the matter, the Board approved the principle to give all employees Health and Medical Allowance subject to the availability of funds.

Board Resolution No.74, s. 2000

Approving the giving of health and medical allowance to all ViSCA Personnel subject to availability of funds.

9. Resolution of the Jurisdiction over the Biliran National Agricultural College

President Milan presented the resolution signed by the personnel of BNAC indicating that they are appealing to Chairman Esteban Garcia to repeal the MOA signed by NIT and ViSCA giving administrative control of BNAC to NIT.

Hon. Cyril Arradaza noted that the letter was really addressed to Chairman Garcia and not to the Board itself and thus, the BOT should not take cognizance of this. The CHED has to act on the matter first and then that the BOT will act accordingly.

Chairman Punzal informed the Board that Commissioner Garcia never mentioned this to him and so, for the moment, the ViSCA BOT will defer action on the matter. He told the body that he will make inquiries with Commissioner Garcia upon his return to Manila and provide the ViSCA BOT members an update in the next BOT meeting.

10. Contract of Use Between DENR and ViSCA

President Milan presented to the BOT the draft contract between DENR and ViSCA for the use of the abandoned FORI Building located at the Department of Forestry. Under the proposed agreement, DENR will be responsible for the rehabilitation and maintenance of the building as it will be used as the CENRO Office. However, the proposed agreement will be for 25 years.

Hon. Cirilo Balagapo, Jr. opined that it will be a good gesture for ViSCA to accommodate this request inasmuch as this is a government facility which has long been abandoned. Chairman Punzal added that this will create a lot of goodwill between the two agencies if this agreement will be forged."

Hon. Buenaventura Go-Soco then made a motion for the approval of the agreement and Hon. Balagapo duly seconded the motion. Hearing no objections, Chairman Punzal approved the resolution.

Board Resolution No.75, s. 2000

Approving the contract of use between the Department of Environment and Natural Resources (DENR) and ViSCA for the use of the FORI Building for a period of 25 years without prejudice to renewal.

11. Dispersal Contract Between ViSCA and Farmer Cooperators

President Milan informed the Board that "this is an extension project spearheaded by the FARMI. This project seeks to determine the utility of gmelina to goats under traditional feeding management. I am, therefore, seeking authority from the BOT to sign the contract."

Having noted this, the Board was unanimous in endorsing said activity. Hon. Rogelio Galman made a motion for the approval of the request for authority to sign the dispersal contract between ViSCA and Farmer Cooperator. Hon. Buenaventura Go-Soco duly seconded the motion presented. Chairman Punzal, hearing no objections, approved the resolution.

Board Resolution No.76, s. 2000

Approving the request for authority to sign the dispersal contract between ViSCA and Farmer Cooperator.

12. Complaint of LSSA Personnel Against Dr. Celedonia Palaña

President Milan informed the Board that the Office of the ViSCA president has received numerous complaints against Dr. Palaña. The CHED RO-8 has even issued a directive for ViSCA to look into the matter. One of the things which ViSCA has already done was the creation of a Review Committee chaired by the ViSCA Resident Ombudsman which looked at the complaints filed against her. The said committee was able to establish that there was *prima facie* evidence related to six (6) administrative offenses. President Milan further said that she once asked Dr. Palaña about these cases and all Dr. Palaña said was that these cases were old cases and were already dismissed by

the Ombudsman since the auditor, who filed some of these cases, cannot testify against her.

At this point, Dr. Bonifacio Acapulco, the CHED RO-8 Director, called upon Dr. Manuel Isanan, the CHED RO-8 Resident Ombudsman, to shed more light into the matter. Dr. Isanan narrated to the Board that, apparently, the complainants were guilty of "forum shopping" since the documents sent out were the same and under anonymity. He believed that this may have been one of the reasons why the cases against Dr. Palaña were dismissed.

Chairman Punzal informed the body that Secretary Alfredo L. Alcala of the DILG wrote a letter to Chairperson Garcia dated 08 September 2000 requesting for an immediate investigation on the matter.

President Milan informed the Board that the Review Committee was able to determine the following administrative offenses:

- 1) Neglect of Duty (2 counts);
- 2) Grave Misconduct (2 counts);
- 3) Conduct Prejudicial to the Best Interests of the Service;
- 4) Falsification of Official Documents; and
- 5) Directly and Indirectly having financial and Material Interest in Transaction Requiring Approval from Her Office.

Based on the evidences so far assembled, the Review Committee recommended that "Dr. Palaña *et al* be made to refund the excess amount paid for the purifier; refund her excessive claims for travel; to immediately submit all documents supporting her claim for overpayment and honorarium."

Chairman Punzal commented that the ViSCA Administration and the BOT cannot be held remiss in its task as far as the Palaña case is concerned. President Milan, however, requested that CHED do an actual investigation since all of the alleged acts happened prior to the integration of the school with ViSCA. Hon. Go-Soco opined that "we cannot shift the responsibility of the case because of the integration and because we have already started investigation into the matter. It is now up to Dr. Palaña to provide evidence of "forum shopping and the like". This case should follow the steps taken in the Sandoval case. The BOT does not have to rush this for as long as the process is on-going."

President Milan then remarked that "so, I will be doing an investigation on behalf of the BOT. I also take it that I will also send

Formal Charge and have the Formal Investigation Committee conduct its inquiry to its logical conclusion.” Chairman Punzal added “including the copy of the Formal Charge, the evaluation results, and ask her to respond to the charges levied against her.”

13. Appointment of Atty. Susan Guinocor as Legal Officer III of ViSCA on Flexitime Basis

President Milan presented the application letter of Atty. Guinocor for the position of Legal Officer III on flexi time basis. Pres. Milan informed the BOT that Atty. Guinocor was ready to serve at least 40 hours per week as mandated by law for a work week.

Hon. Cyril Arradaza informed the body that during the time of Dr. Go, Atty. Bandalan also wanted to work for ViSCA on a similar flexitime basis but that this was turned down by the BOT. Thus, this request for flexi time is not a first.

Dr. Perla Tan remarked that after Fiscal Tugonon was appointed as ViSCA's legal counsel, Dr. Go recommended to the BOT Atty. Juego to occupy the vacant Legal Officer III position. The BOT then decided to have the appointment for a period of three (3) months only to give the new president of ViSCA the leeway to select his/her own legal officer. Atty. Juego's appointment expired and since that time, ViSCA has not had a legal officer.

Hon. Buenaventura Go-Soco remarked that if ViSCA really wants to hire its own Legal Officer on flexitime basis, it has to get clearance from the Office of the Solicitor General. President Milan replied that ViSCA had already made such a request and the OSG replied that we need to ask DBM for approval. Hon. Go-Soco continued by saying that “she cannot be hired as Legal Officer because Civil Service requires at least 40 hours per week.”

At this point, Chairman Punzal inquired from Hon. Go-Soco why we need to get clearance from the OSG to which Hon. Go-Soco replied: “the lawyer of all agencies is assumed to be under the Office of the Solicitor General. If, therefore, you wish to get a lawyer other than the lawyers of the OSG, you need their consent so that they will just delegate the responsibility of supervising the work of that person so that

if there is a problem, they can take-over anytime the work of this private lawyer."

As to the question of the ban in the hiring of government personnel, President Milan informed the body that "ViSCA has been cleared by the CSC and DBM from this one of the exceptions to the ban is that the position to be filled must be a lone position. This vacant position of Legal Officer III is a lone position."

Hon. Go-Soco commented that if this were the case and that ViSCA can hire on contractual basis a lawyer, the prevailing contractual fees in the region ranges from a high of P4,000.00 per month to a low of P3,000.00 per month. ViSCA can, if it can afford it, give its own rate. Chairman Punzal shared his experience on this matter when he said "when I was President (of GAUF), we did not have a lawyer but we had a legal retainer who was paid P5,000.00 per month. For every court appearance, he got paid P1,000.00 per appearance."

Hon. Go-Soco, therefore, advised the President to seek permission from the OSG and ink a contract with a private lawyer on a retainer basis.

14. Appointment of Mr. Pablo Pedrera as College Administrator II of ViSCA Alang-alang Campus (LSSA)

President Milan provided the Board a backgrounder why Alang-alang campus did not have a full-time administrator. Mr. Pedrera has been the Officer-in-charge of the campus for the past two (2) years. The position has been advertised but to date, nobody seems to be interested in it save the incumbent. President Milan commented further that Mr. Pedrera has been one of the more supportive CSI heads and has consistently submitted all required documents and reports on time.

Hon. Buenaventura Go-Soco, however, informed the Board that "inasmuch as the only legal position is superintendent, this is the position we should give. We cannot appoint somebody to a position if the position does not exist even if it is desired. Maybe later, when the DBM has made the necessary adjustments." Chairman Punzal made it known to all the members that "we can appoint a person to a position if the position currently exists."

Having carefully deliberated the issue at hand, Hon. Galman made a motion for the approval of the appointment of Mr. Pedrera as Vocational School Superintendent II of the ViSCA-Alang-alang Campus. President Milan duly seconded the motion. Chairman Punzal, hearing no objections to the motion just seconded, approved the appointment.

Board Resolution No. 77, s. 2000

Approving the appointment of Mr. Pablo Pedrera as Vocational superintendent II of the ViSCA Alang-alang Campus effective upon Board approval.

15. Appointment of Dr. Delserg M. Abit as Medical Officer III

President Milan informed the chairman that the position of Medical Officer III was vacant as a consequence of the retirement of Dr. Carmiano Miranda, Jr. last June 1999. There were three (3) applicants for the position and Dr. Abit was selected.

Hon. Rogelio Galman immediately made a motion for the approval of the appointment of Dr. Abit for the position of Medical Officer III. Dr. Perla M. Tan duly seconded the motion. Chairman Punzal, hearing no objections, approved the appointment.

Board Resolution No. 78, s. 2000

Approving the Appointment of Dr. Delserg M. Abit as Medical Officer III of the ViSCA Main Campus effective upon Board approval.

15. Request to Increase the Loyalty Award of All ViSCA Personnel from P100.00 per year to P300.00 per year of Service

President Milan presented the proposal to the Board for appropriate action. After ascertaining that the institution had enough funds to cover this, Hon. Go-Soco made a motion for the approval of the request. This was immediately seconded by Dr. Perla Tan. Chairman Punzal, hearing no objections, approved the request.

Board Resolution No. 79, s. 2000

Approving the request to increase the Loyalty Award of all ViSCA personnel from P100.00 per year to P300.00 per year of service.

15. Request by the NCRC for Permission to Purchase One Motorcycle

President Milan presented the request from the National Coconut Research Center (NCRC) for permission to purchase one

motorcycle. After the Board was appraised of the need for this motorcycle and the availability of funds for its purchase, was favorable to the request.

Hon. Rogelio Galman made a motion for the approval of the request by the NCRC to purchase one motorcycle. Hon. Balagapo duly seconded the motion. Chairman Punzal, hearing no objections, approved the request.

Board Resolution No. 80, s. 2000

Approving the request of the NCRC for permission to purchase one motorcycle.

16. PBAC Recommendation for the Completion of Replacement of the college Library Roofing

President Milan presented the recommendation of the PBAC to the Board for approval. The expected amount for this purpose, P382,104.63, is available. Hon. Rogelio Galman made a motion for the approval of the request and was duly seconded by Hon. Go-Soco. Chairman Punzal, after ascertaining there were no objections, approved the request.

Board Resolution No.81, s. 2000

Approving the PBAC recommendation for the completion and replacement of the College Library roofing.

IX. ADJOURNMENT

Chairman Manuel D. Punzal inquired if there were any other items the Board may have missed. Hearing none, Hon. Go-Soco made a motion for the adjournment of the meeting. The members of the Board jointly seconded the motion.

The 160th Board of Trustees Meeting was adjourned at 4:15 p.m.

Certified True and Correct


PROF. DANIEL M. TUdTUD, JR.
Board Secretary

Attested:


DR. MANUEL D. PUNZAL
CHED Commissioner & Chairman
ViSCA Board of Trustees

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Board Secretary

Attested:


DR. MANUEL D. PUNZAL
CHED Commissioner & Chairman
ViSCA Board of Trustees

MEMORANDUM FOR THE CHIEF OF BUREAU OF THE ARMY

DATE: 10/10/1964

TO: THE CHIEF OF BUREAU OF THE ARMY

FROM: [illegible]

SUBJECT: [illegible]

1. [illegible]

2. [illegible]

3. [illegible]

4. [illegible]

5. [illegible]

6. [illegible]

7. [illegible]

8. [illegible]

9. [illegible]

10. [illegible]

ATTACHMENTS

1. [illegible]

2. [illegible]

3. [illegible]

4. [illegible]

5. [illegible]

6. [illegible]

7. [illegible]

8. [illegible]

9. [illegible]

10. [illegible]

11. [illegible]

12. [illegible]

13. [illegible]

14. [illegible]

15. [illegible]

16. [illegible]

17. [illegible]

18. [illegible]

19. [illegible]

20. [illegible]

VISAYAS STATE COLLEGE OF AGRICULTURE

Baybay, Leyte, Philippines
Office of the President



16 October 2000

DR. ANTONIA CECILIA Y. SANDOVAL

Department of Ag. Education and Extension
Visayas State College of Agriculture
Baybay, Leyte

Dear *Dr. Sandoval*:

Pursuant to the findings of the Fact Finding Committee created to look into the complaint for "Double Claim of Travel and Other Charges", the undersigned, as **President** of the *Visayas State College of Agriculture*, Baybay, Leyte do hereby *formally charge* you on the following counts, to wit:

1. **Falsification of public documents.**

This is reflected in the misrepresentation of the *Date of Travel* of the original travel date complained of and for the non-filing of leaves of absence during actual absences which may be evidenced in the Certificate of Service Rendered.

2. **Dishonesty.**

The committee was able to determine that the BIDW money which was withdrawn from ViSCA was not deposited in a bank account in favor of BIDANI. The committee also found lack of transparency in the handling and utilization of the BIDW money.

There was also the complaint of Dr. Manuel K. Palomar, Auditor of ViFARD, regarding the "Discrepancy of reimbursement claim for actual meal expense from ViFARD."

Based on these two cases in point, it is clear that there was Dishonesty committed in both instances.

NOW, THEREFORE, FOR AN IN BEHALF of the Visayas State College of Agriculture, Baybay, Leyte, I am forwarding this *Formal Charge* to the Formal Investigation Committee for immediate resolution.

In view of the formal charges filed against you, you are directed to answer the charges writing and under oath within 72 hours from receipt thereof. Please indicate whether you elect a formal investigation of the charges or not. Please be advised to consult and assisted by a legal counsel of your choice.

Attached herewith are the documentary evidences gathered by the Fact-Finding Committee

Done this 16th day of October 2000 at ViSCA, Baybay, Leyte.


PACIENCIA P. MILAN
President

Received:



Date: Oct. 23

11:45

ACTION MEMORANDUM

TITLE: List of Candidates for Graduation, Summer 2000

INFORMATION

The College Registrar reviewed all the requirements for graduation. The Academic Council approved the list of candidates for graduation and recommended for BOT approval.

ACTION REQUIRED

Approval by the Board on the list of candidates for graduation for Summer 2000.

PROPOSED RESOLUTION

Board Resolution No. ____s, 2000

Approving the list of candidates for graduation for Summer 2000, broken down as follows:

a) ViSCA Main Campus

<u>Graduate Program</u>	-	2
Doctor of Philosophy	1	
Master of Science	1	
<u>Undergraduate Program</u>	-	21
Bachelor of Animal Science	15	
Bachelor of Science in Agribusiness	4	
Bachelor of Science in Agricultural Education	1	
Bachelor of Science in Forestry	1	
Grand Total	-	23

b) ViSCA AlangAlang Campus (LSSA)

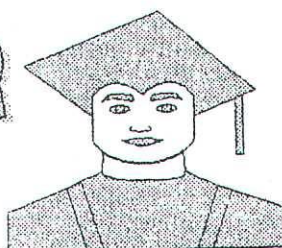
Bachelor of Agricultural Technology	1	
Grand Total		1

Board Action: APPROVED

Date: 25 October 2000



OFFICE OF THE REGISTRAR



LIST OF CANDIDATES FOR GRADUATION

SUMMER 2000

SUMMARY

Page

Ph.D	=	1
MAgDev	=	1
BAS	=	15
BSAB	=	4
BSAgEd	=	1
BSF	=	1
Total		23

Covergraduation/roforms

CE OF THE REGISTRAR

LIST OF CANDIDATES FOR GRADUATION

Student Name and Home Address		Major	Academic	Clearance
** COURSE >>Doctor of Philosophy (PH.D)				
1. CUADRA,	Lijueraj J. BAYBAY, LEYTE	AG.EDUC	(840099) COMPLETED	COMPLIED
Thesis		: EVALUATION OF THE TECHNOLOGY AND HOME ECONOMICS PROGR OF THE NEW SECONDARY EDUCATION PROGRAM		
** COURSE >>Master of Agric'l. Development (M.AG.DEV)				
1. BETITA,	Justina B. DOOS, MAGUINDANAO	AN.PROD	(920776) COMPLETED	COMPLIED
Spec.Problem:		PERFORMANCE OF COBB BROILERS (Gallus domesticus, Lin		
** COURSE >>Bachelor of Animal Science (BAS)				
1. ADUNA,	Roxane C. MALITBOG, SO. LEYTE	AN.HEALTH	(960659) COMPLETED	COMPLIED
2. BALAGAPO,	Joy A. TACLOBAN CITY, LEYTE	AN.HEALTH	(960324) COMPLETED	COMPLIED
3. CARDANO,	Claudette M. BAIS CITY, NEGROS ORIENTAL	AN.HEALTH	(960924) COMPLETED	COMPLIED
4. DOYDORA,	Sinforino Jr.A. UBAY, BOHOL	AN.HEALTH	(961106) COMPLETED	COMPLIED
5. FERNANDEZ,	Marlyn N. BAYBAY, LEYTE	AN.HEALTH	(961278) COMPLETED	COMPLIED
6. LAMPIRA,	Sheila U. VALENCIA, BOHOL	AN.HEALTH	(960854) COMPLETED	COMPLIED
7. LELIS,	Vincris C. HILONGOS, LEYTE	AN.PROD	(960512) COMPLETED	COMPLIED
8. MANALILI,	Gilberth P. LILOAN, CEBU	AN.PROD	(950163) COMPLETED	COMPLIED

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LIST OF CANDIDATES FOR GRADUATION

nt Name and Home Address		Major	Academic	Clearance
>Bachelor of Animal Science		(BAS)		
OL,	Juselle A. CLARIN, BOHOL	AN.HEALTH (960600)	COMPLETED	COMPLIED
LI,	Veberly S. SAINT BERNARD, SO. LEYTE	AN.HEALTH (960040)	COMPLETED	COMPLIED
AS,	Irina C. JAVIER, LEYTE	AN.HEALTH (960132)	COMPLETED	COMPLIED
TO,	Decoroso P. BASEY, W. SAMAR	AN.PROD (960249)	COMPLETED	COMPLIED
ERA,	Jill C. TOLOSA, LEYTE	AN.HEALTH (960646)	COMPLETED	COMPLIED
OTON,	Charlie B. CANDIJAY, BOHOL	AN.HEALTH (960815)	COMPLETED	COMPLIED
AYAN,	Ma. Evelyn S. CLARIN, BOHOL	AN.HEALTH (960630)	COMPLETED	COMPLIED
>>BS in Agribusiness		(BSAB)		
OR,	Jaime C. UBAY, BOHOL	BUS.MGT (960238)	COMPLETED	COMPLIED
LA CRUZ,	Archie B. KALOOKAN CITY, METRO MANILA	BUS.MGT (960954)	COMPLETED	COMPLIED
DULCO,	Lourdes C. NAVAL, BILIRAN	BUS.MGT (960330)	COMPLETED	COMPLIED
LEM,	Razel B. LIBAGON, SO. LEYTE	BUS.MGT (960900)	COMPLETED	COMPLIED
SE >>BS in Agric'l. Education		(BSAGED)		
ARAC,	Elenita P. MATAG-OB, LEYTE	TAES (961101)	COMPLETED	COMPLIED

OFFICE OF THE REGISTRAR

LIST OF CANDIDATES FOR GRADUATION
[REDACTED]

Student Name and Home Address		Major	Academic	Clearance
* COURSE >>BS in Forestry		(BSF)		
1. POSAS,	Amado M. BAYBAY, LEYTE	(850246)	COMPLETED	COMPLIE

VISAYAS STATE COLLEGE OF AGRICULTURE
(LEYTE STATE SCHOOL OF AGRICULTURE)
Alangalang, Leyte

May 2, 2000

The President
VISAYAS STATE COLLEGE OF AGRICULTURE
Baybay, Leyte

ATTENTION:

M a d a m :

Upon the recommendation of the Leyte State School of Agriculture Local Academic Committee ARIEL S. YU is recommended as candidate for graduation for the degree of Bachelor of Agricultural Technology (BAT) for Summer, 2000.

Very truly yours,

(SGD) PABLO N. PEDRERA
Officer-in-Charge

TENTATIVE LIST OF CANDIDATES FOR GRADUATION
Summer 2000

>> BACHELOR OF AGRICULTURAL TECHNOLOGY (BAT)

1. YU , Ariel S.

PROPOSED FEES AND GUIDELINES IN THE USE OF FACILITIES OF THE CENTER FOR CONTINUING EDUCATION

RATIONALE

Non-degree trainings in ViSCA have usually been held in different places like research centers and institutes, departments, convention center and gymnasium. Such arrangement has often been beset with problems foremost of which is the transport of participants, food and materials. Therefore, the Center for Continuing Education (CCE) has been established to provide a centralized venue that can cater to the needs of the ViSCA students, faculty and staff and non-ViSCAns alike who would like to conduct this type of activity in the campus. Its location is ideal since the building is close to housing and catering services, a feature that can minimize certain expenses as mentioned earlier.

However, in order to sustain efficient service, maintain the facilities and possibly even acquire additional equipment, minimal fees must be charged and guidelines followed by users.

FEES

A. Training Hall (First Floor)

1. ViSCAns

- | | |
|---|--------------|
| a. For official activities of ViSCA units, centers, institutes and departments conducted: | P 200.00/day |
| For cleaning | 100.00/day |
| b. For student activities recognized and approved by OSA conducted: | P 100.00/day |
| For cleaning | 100.00/day |

Note: Students' activities not approved by OSA will pay the rate charged to Non-ViSCAns.

c. For activities of recognized VISCA organizations
(VFA, VAPA, VISCCO, VISCA Consumers
Coop., etc) conducted: P 300.00/d

For cleaning 100.00/d

d. Personal activities of VISCA Employees
(e.g. wedding, graduation party, etc.) conducted: P 300.00/d

For cleaning 200.00/d

2. Non VISCA P 1,000.00/d

For cleaning 200.00/d

B. Function Rooms (Second Floor)

* P 100.00/day/room when also using the training hall on the first floor.

* P 200.00/day/room when not using the training hall on the first floor

* P100.00/day for cleaning

C. Chairs: P1.00/chair/day

D. Tables: P 5.00/table/day

E. Sound System: By negotiation

Note: Administration-sponsored activities such as graduation, anniversary and other special occasions duly approved by the President will not be charged any fee.

GUIDELINES

The requesting party shall file a request using the Reservation Form five (5) days before the activity duly approved by the In-charge.

A reservation fee of One Hundred Pesos (P100.00) will be charged deductible from the total rental of the Center, but non-refundable if the activity is canceled.

Beer is allowed for international and national conferences, provided that there is an approved request from the President. Only a ceremonial drink for toast in wedding receptions and other parties is allowed in the Training Hall.

No food and drinks shall be served in the function rooms.

Smoking is prohibited inside or within the perimeter of the building.

For non-VISCAns, the requesting party shall pay a deposit of P 500.00 for the unusual damage that may happen to any part of the building or facilities during the rental period. The whole amount can be withdrawn after the activity if no damage occurs.

Cleanliness shall be strictly observed. Softdrink bottles/cans, plastic bags, wrappers and the like must be collected and disposed at designated places in the Center. Fines shall be imposed upon erring requesting party.

Request for additional lighting facilities and public address system is not included in the charges and shall be arranged with Physical Plant Office, CCE or other operators outside VISCA subject to the approval of the Center In-charge.

Activities in the Center must end at 11:30 P.M. Extension beyond that period will require prior approval from the VISCA President.

The Management of the Center will not assume responsibility for any losses of supplies, equipment, props or paraphernalia, etc. of the renter.

Payments shall be made at the College Cashier under VOU Trust Account. The official receipt shall be presented to the In-Charge before the culmination of the activity. However, for Non-VISCAn activities, the coordinator is required to pay in advance and should present the official receipt of payment to CCE In-charge upon the start of the activity.

The requesting party shall conform to the procedures and conditions set by CCE before starting the activity.

CCE In-charge

Inform:

(Printed Name & Signature of Activity Coordinator)

RESERVATION FORM
((Center for Continuing Education))

((Date of Filing))

((Filed By))

((Name of Contact Person))

((Name of Organization))

((Address))

Purpose/Activity

No. of Expected Participants: _____

Date to Use the Center: _____

Time: _____ A.M. _____ P.M.

Rental (P _____)
(in figures) (in words)

Reservation Fee/Deposit: _____

O.R. #: _____

Approved:

CCE in-charge

PROPOSAL TO DETERMINE WORKLOAD FOR ON-CAMPUS AND
EXTRAMURAL COURSES OFFERED SIMULTANEOUSLY

With the recent offering of the semestral scheme of the distance education program in ViSCA, there are courses which are offered simultaneously for both on-campus and extramural students in a semester. Oftentimes, the number of students enrolled in these courses is few, e.g., two to five students. To rationalize the giving of teaching workload units to faculty members who are teaching the same course simultaneously in both on-campus and extramural program, it is hereby proposed that the number of students enrolled in that course be combined using existing guidelines for determining faculty workload as follows:

- . The maximum number of students in the various classes shall be the following:

Graduate courses	Lecture/Discussion	-	30 students
	Laboratory	-	25 students
Undergraduate courses	Lecture/Discussion	-	50 students
	Laboratory	-	35 students

- . An undergraduate lecture/recitation course shall be given 1.0 workload unit per contact hour per week, 0.33 workload unit per class preparation per credit unit of said subject and 0.03 unit per student in excess of 50 per section.
- . An undergraduate laboratory course shall be assigned 0.8 workload unit per contact hour per week, 0.33 workload unit per class preparation per credit unit of the said subject, and 0.03 unit per student in excess of 35.
- . Graduate courses shall be given the same workload units per subject and per excess student as the undergraduate courses but 1.5 times the credit for class preparation.

PROPOSED GUIDELINES IN HIRING PART-TIME INSTRUCTORS

Rationale

ViSCA has been short of financial resources to hire additional faculty or a substitute on regular basis but was given by the DBM authority to hire part-time instructors to solve the faculty shortage. Based on enrollment trends, the highest enrollment is observed every first semester of the school year. Hence, there is a need to hire part-time instructors for that period. The requesting department is enjoined to observe the following guidelines for that particular purpose.

Proposed Guidelines

1. The Department may hire a part-time instructor after it has been given the approval by the College President. To seek the President's approval, the Department Personnel Committee writes to the President, through channels, stating their need to hire part-time instructor(s). This will go to the ODI and OVPA (through APB) for recommendation to the OP for approval.
2. Once approved by the President, the letter will be submitted to HRMDO. The HRMDO will then inform the requesting department for the final action of their request. Announcement for the need shall follow. The requesting department is given the prerogative to screen the applicants provided that the following conditions shall be observed.

➤ **Must possess the following minimum qualifications:**

1. At least a master's degree majoring in a field needed by the department and from an institution recognized for a strong program in the needed field. However, the unit concerned may recommend for appointment/reappointment as part-time instructor a staff member who does not have a master's degree provided that there is no better qualified applicant available;
2. Good moral character based on references; and
3. Good health as certified by a ViSCA physician.

In case no master's degree holder applies or qualifies, the applicant must possess the following minimum qualifications:

- a. At least a bachelor's degree majoring in a field needed by the requesting department;

- b. GPA of 2.50 or its equivalent and an average of at least 2.25 or equivalent with no failing grade in his major field and closely related subjects;
- c. Good moral character based on references; and
- d. Good health as certified by a ViSCA physician.

Closely related subjects refer to any subject within a particular group. For instance, a BS Biology graduate tasked to teach basic courses in biology shall have all the basic disciplines in the biological science as the closely related subjects. Subjects in the physical science or social science are important but not classified as closely related.

Those with advanced degrees shall submit all transcripts for consideration but only the highest degree will be scrutinized for qualifications under b above.

- For new applicants, the following minimum requirements shall be observed:
 - ❑ Passing the personal interview
 - ❑ Doing a satisfactory teaching demonstration
- 3. After having selected the applicant(s), the Department Personnel Committee recommends to the President, through channels, the person(s) they have selected/chosen. Attached to the recommendation are the supporting documents such as ranking, result of the teaching demo, transcript, etc. of all applicants.
- 4. Upon the approval of the President of the APB Recommendation, the HRM shall prepare the letter of award of the applicant(s) through the requesting department. The hired part-time instructor may now begin teaching even while the preparation of the appointment is on-going. As a general rule, part-time instructors are hired on a semestral basis.

Guidelines for Secondment of ViSCA Staff

I. Qualifications

1. He/She must have at least a Master's degree in his/her field of specialization.
2. He/She must have served his/her contract (scholarship, fellowship, etc.) prior to the secondment.
3. He/She must hold a permanent position in ViSCA.

II. Nomination Procedure

1. A written request from the agency where the ViSCA staff will be seconded must accompany the application for secondment.
2. The ViSCA Academic Personnel Board will act on the request upon recommendation of the Department or Center Personnel Committee for endorsement to the President for final approval and execution of contract.

III. Terms

1. ViSCA staff can only be seconded in a Philippine government agency or an international organization recognized by the Philippine government for a period of one year, renewable twice for a total term of three years only.
2. The seconded staff must return to ViSCA upon the completion of his secondment and serve in ViSCA for a period equivalent to the number of years he was given that secondment status.
3. Presentation of a lecture on lessons learned during his secondment must be done immediately upon his/her return to ViSCA.
4. The purpose of secondment shall not be for gainful employment and any violation thereof can be ground for cancellation of the secondment contract.
5. All other provisions as specified in the rules and regulations of the Civil Service Commission for secondment shall apply.

Note: *ViSCA staff members who are now seconded will follow this guideline to renew his/her secondment.*

IV. Benefits

1. Retention of his position and rank during his absence without pay.
2. Inclusion in evaluation for promotion, mandatory salary increases, etc.

PROPOSED GUIDELINES IN DESIGNATING QUALIFIED ADMINISTRATIVE STAFF TO PERFORM ACADEMIC FUNCTIONS

Rationale:

With the increasing enrolment at ViSCA, the administration has to resort to innovative measures to answer the need for additional faculty members without draining its limited resources. One of the strategies employed is to tap qualified administrative staff to teach in various academic departments. However, there is no clear guideline designed for this purpose. In order to continue the utilization of competent administrative staff for any additional academic responsibility, it is proposed that the following guidelines be adopted.

II. Proposed Guidelines:

1. Only the administrative staff with at least a master's degree may be allowed to teach one subject or do one research study/extension work on his/her field of expertise, provided that his/her main administrative function will not be hampered.
2. Request for teaching, research and extension loads shall be made by the department head concerned and concurred by the immediate supervisor of the administrative staff concerned. The academic load shall be included in his/her duties and responsibilities.
3. Qualified administrative staff shall be granted the appropriate faculty rank or designation in various research, training and academic departments of ViSCA. Those staff members requested to teach shall be subjected to the requirements set for teaching personnel including teaching demonstration.

He/She shall be issued an appointment on a particular designated position by the ViSCA President as per request by the unit head or center.

director upon the recommendation either by the Director of Instruction, Director of Research and Development or the Director of Extension and Non-Formal Education, and endorsement of the Vice President for Academic Affairs.

4. Since teaching or doing research and extension work shall become part of the regular duties of the qualified administrative staff concerned, he/she shall not be given honorarium or other forms of additional compensation except when said teaching and doing research and extension works are performed outside regular office hours. In such a case, services rendered in excess of the required working hours shall be properly compensated pursuant to Section 10, Rule XI of the Omnibus Rules Implementing Book of EO 292.

PROPOSED REVISION OF SECTION III OF THE
MERIT SYSTEM FOR FACULTY AND ACADEMIC STAFF

The following terms used in this system are defined as follows:

1. Academic teaching or faculty refers to the staff members who are primarily performing teaching functions, although they may, in addition to their teaching duties, perform research, extension, and/or administrative functions.
2. Academic non-teaching staff are staff members who are holding academic rank but are primarily engaged in non-teaching academic activities (research and extension) although they may be assigned to teach in their areas of expertise. This category of personnel includes researchers and extensionists. Also considered academic non-teaching personnel are those who are performing academic functions directly supportive of instruction such as: Guidance Counselor, Librarian, and Registrar.
3. Regular Faculty refers to all faculty members in a particular department/center/unit with monthly salary paid from the general fund appropriation of the College regardless of the status of appointment.
4. Affiliate Faculty refers to a research or extension staff with faculty rank designated as faculty member of a particular department or center per BOT Res. No. 7, series of 1997.
5. Associate Faculty are faculty members from a department but teaches regularly in another department.
6. Visiting Faculty are faculty members from a department/center/unit requested to teach occasionally in another department. He is not an affiliate faculty of this requesting department.
7. Honorific Faculty refers to ViSCA Administrative staff or employee of any government agency or non-government institution not holding faculty rank but requested to teach in a department.

**REVISED GUIDELINES IN THE GIVING OF
WORKLOAD UNITS TO FACULTY PERFORMING
ADMINISTRATIVE FUNCTIONS**

1. Faculty members designated as vice-president or program directors and other college officials performing equivalent duties and responsibilities such HRMDO Director, OSA Director, Executive Officer and College/Board Secretary shall be considered full-time administrators with 10 workload unit equivalent. He/She shall also be required to teach not less than five (5) workload units per semester.
2. Faculty members designated as department or unit heads, principal and center directors shall be given 3 to 10 workload units depending on the number of resident staff members in his department or unit as follows:

No. of Resident Staff	Workload Units
5 or less	3
6 – 10	5
11 – 15	7
16 – or above	10

3. Faculty members designated as Assistant Directors shall be given 5 workload units while those Program or Center Directors with Assistant Directors shall be given a maximum of 7 workload units; provided that such directors normally get 10 workload units without an Assistant Director.
4. If a faculty member who has already 10 administrative workload units is given special assignments or designations to perform two (2) or more administrative positions, he gets the additional 2 workload units only for a maximum total of 12 workload units.
5. Faculty members given special assignments to perform facilitative functions shall be given a maximum of 10 workload units only. Thus, he/she shall be required to teach at least 5 workload units or perform other assignments.
6. Faculty member designated as managing directors in VISCA foundations shall be given 3 workload units and 1-2 workload units for officers while members of the board of directors shall be given 0.5 workload units.
7. Faculty members designated as administrators shall earn additional 0.7 workload points for chairmanship and 0.5 workload points for membership in the following College committees/boards/councils:
 - a) Academic Personnel Board
 - b) Non-Academic Personnel Board
 - c) Finance Committee
 - d) VISCA Scholarship Committee
 - e) IGP Board of Management
 - f) Housing Committee
 - g) Curriculum Committee
 - h) Land Use Committee

8. Membership of faculty in standing committees shall earn the following workload units:

- a) 0.3 for College committees (Chairman – 0.5)
- b) 0.2 for ad hoc committee (Chairman – 0.3)
- c) 0.1 for department/unit committees (Chairman – 0.2)

ADDITIONAL GUIDELINES IN THE ALLOCATION OF
WORKLOAD POINTS AND RELATED POLICIES

Workload points as section/unit head

The total workload points for a faculty member assigned as section/unit head shall not be more than 2 points. The grant of actual workload points shall be based on the criteria such as organizational structure and the corresponding duties and responsibilities.

Specifically, to be entitled to 2 workload units, a section/unit head should supervise 5 full time equivalent (FTE) staff. If a staff is included in different sections, his FTE shall be divided accordingly.

For section head with less than 5 FTE staff under him, his workload unit shall be computed proportionately based on the actual number of FTE staff under his section.

Academic departments should limit the number of sections as much as possible to only 2 in order not to affect the workload points of the department head, otherwise, the workload units of the excess section head shall be deducted from the workload points of the department head concerned.

Workload for handling College projects

The workload points for handling College projects shall be 2 to 5 workload units. The grant of points shall be based on any of the following criteria: no. of persons supervised, total gross income and area managed.

The workload point allocation for managing College projects shall be as follows:

1. Five workload units shall be given to a faculty who supervises a project with at least 5 personnel or with a monthly gross income not less than P12,000.00 but not more than P15,000.00 or an area managed not less than 5 hectares.
2. Four workload units shall be given to a faculty who supervises a project with at least 4 personnel or with a monthly gross income not less than P9,000.00 but not more than P12,000.00 or an area managed not less than 4 hectares.
3. Three workload units shall be given to a faculty who supervises a project with at least 3 personnel or with a monthly gross income not less than P6,000.00 but not more than P9,000.00 or an area managed not less than 3 hectares.

4. Two workload units shall be given to a faculty who supervises a project with at least 2 personnel or with a monthly gross income below P6,000.00 or an area managed not less than 5 hectares.

In no case shall a faculty member be assigned to more than one project. If ever it cannot be avoided, he will only get the maximum of 5 workload units.

Other related policies are hereby issued for guidance of the faculty.

- a) Workload is dependent upon actual involvement of faculty in teaching, research, extension and related activities;
- b) All staff holding faculty ranks in a center/unit shall be affiliated to an academic department based on his/her major field of specialization. Under no circumstances shall a faculty member be affiliated in a department based on his/her minor field. However, he/she can be requested to teach in his/her minor field upon request by the department as a Visiting Faculty.
- c) For recruitment purposes, husband and wife should belong in the same unit/department/center.

PROPOSED REVISION OF RESEARCH, DEVELOPMENT and EXTENSION (RDE) WORKLOAD GUIDELINES

<p>Based from the <u>Revised Guidelines in Determining Faculty Workload (SY 1998-99)</u>:</p> <p>II. Research Activities</p>	<ol style="list-style-type: none"> 1. Leader of an approved and numbered research program having a duration of at least one semester is entitled to a maximum of 4.0 units per program with honorarium or 5.0 workload units without honorarium. 2. Leader or sole worker of an approved and numbered research project having a duration of at least one semester is entitled to a maximum of 3.0 workload units per project with honorarium or 4.0 workload units without honorarium. 3. Leader or sole worker of an approved and numbered research study having a duration of at least one semester may claim a maximum of 2.0 units per study with honorarium or 3.0 workload units without honorarium. 4. Co-worker of any approved and numbered research program, project or study having a duration of at least one semester is entitled to a minimum of 0.5 workload unit each. The credit shall be proportional to the degree of involvement in the said research activity. In no case, 	<ol style="list-style-type: none"> 1. A research/extension program shall have at least two (2) projects while a research/extension project shall have at least two (2) studies or components. In no case shall a single researcher/extension worker who leads in all studies of a project, be given additional WLU as project leader. Similarly, a researcher/extension worker who leads all the projects in a program, shall in no case be given additional WLU as program leader. 2. In no case shall a study be elevated to a project without an approval from the Director of Research and Development/Extension. 3. A leader of an approved research/extension program having a duration of at least one semester is entitled to a maximum of 5.0 units per program (without SRA) and 4.0 WLU (with SRA) per semester. 4. A leader or sole worker of an approved research/extension project having a duration of at least one semester is entitled to a maximum of 4.0 WLU units per project (without SRA) and 3.0 WLU (with SRA) per semester. 	<ol style="list-style-type: none"> 1. This is to establish basis in the distinction between a program and a project and in assigning WLU to the leaders. The researcher/extension worker who leads a project and the studies under it should no longer claim a workload as project leader since he has no other leaders to coordinate/oversee. 2. This is to avoid "projectizing" of studies just to increase the workload. Also, the unreasonable splitting of a study into several components not reflected in the original approved proposal will be avoided. 3. The program leader is accountable and responsible for the operation of the entire research/extension program. He/she is expected to perform overall management and coordination of the program activities with the project/study leaders. He/she is expected to see to it that the direction of the projects and studies cohere to the overall objective of the program. 4.
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<p>4.0 in the case of program, 3.0 for project, 2.0 for study without honorarium, or 5.0 for program, 4.0 for project, 3.0 for study without honorarium.</p>	<p>Research/extension study/component having a duration of at least one semester shall earn a maximum of 3.0 WLU per study (without SRA) and 2.0 WLU (with SRA) per semester.</p>	<p>more time and efforts in the conduct of the activity and thus deserves a higher WLU compared with those having project staff.</p>										
<p><u>Based from Board Resolution No. 37, s. 1995:</u></p> <table><tr><th><i>Number of Studies Conducted by a Researcher</i></th><th><i>WLU Equivalent</i></th></tr><tr><td>Study w/o SRA/Aide</td><td>6.0</td></tr><tr><td>Study w/ 1 SRA/Aide shared by 2 other studies</td><td>5.0</td></tr><tr><td>Study w/ 1 SRA/Aide shared by another study</td><td>4.0</td></tr><tr><td>Study w/ 1 unshared SRA/Aide</td><td>3.0</td></tr></table>	<i>Number of Studies Conducted by a Researcher</i>	<i>WLU Equivalent</i>	Study w/o SRA/Aide	6.0	Study w/ 1 SRA/Aide shared by 2 other studies	5.0	Study w/ 1 SRA/Aide shared by another study	4.0	Study w/ 1 unshared SRA/Aide	3.0	<p>6. Co-workers of any approved research/extension program, project or study/component having a duration of at least one semester shall proportionally share the allotted WLU for the activity and shall not be less than 0.5 WLU each per semester.</p> <p>7. The maximum research/extension WLU that shall be given to a faculty member is 30.0.</p>	<p>7. Leaders are given limits in conducting research/extension activities for them to be more efficient and effective in managing their projects. This will also allow them to provide enough time to attend effectively to other functions in instruction and other assignments. With this maximum units, they are not deprived of attaining a maximum work overload of 6.0 units.</p>
<i>Number of Studies Conducted by a Researcher</i>	<i>WLU Equivalent</i>											
Study w/o SRA/Aide	6.0											
Study w/ 1 SRA/Aide shared by 2 other studies	5.0											
Study w/ 1 SRA/Aide shared by another study	4.0											
Study w/ 1 unshared SRA/Aide	3.0											
	<p>8. All research/extension activities with honorarium of the researcher/extension worker shall be excluded from the computation of work overload for honorarium purposes.</p> <p>9. A faculty assigned at the research/extension coordinating office is entitled to 10.0 administrative WLU per semester.</p>	<p>8. A leader with or without honorarium has the same activities. Only that the latter needs to be given a chance to get compensation in a form of honorarium for his/her work overload.</p> <p>9. Research/extension coordinating staff are expected to exercise more facilitative and coordinative functions which require more time and efforts in generating acceptable outputs. Hence, they deserve a workload of 10.0 and should fall under administrative function.</p>										

research/extension management activity shall earn 5.0 administrative WLU while a regional coordinator/collaborator shall earn 3.0 WLU per semester.

11. An appointed leader of a national/regional/ agency commodity team shall be entitled to 1.0 WLU (with honorarium) and 1.5 WLU (without honorarium); while an appointed member shall earn 0.5 WLU (with honorarium) and 1.00 WLU (without honorarium) per semester. WLU earned under this item shall fall under Related Activities.

Additional Guidelines:

1. The workload of research/extension leaders should be considered equally with the teaching workload for the purpose of computing and giving honorarium for work overload. Thus, a WLU of 3.0 shall be considered equal to three (3) contact hours for teaching. The same rate and formula should be used in determining honorarium for work overload of the faculty from his/her teaching, research and extension WLU;

2. The excess workload of a faculty who carries more than 6.0 units work overload shall be converted to service credits. Every 1.0 WLU in research is equivalent to one (1) day service credit.

Based from Board Resolution No. 38, s. 1994:

- 3.a. One 3-unit lecture course is half load and is equivalent to 18 days of service credit.

activities other than the program/project/study are expected to exercise their function as such either in an on-call, seasonal, or periodic contact only at a given span of time and not on full time basis. The workload should fall under Administrative function.

11. The commodity team coordinates, collates project plans and conceptualizes researches relevant to existing priorities in the local, national and international scene.

1. With the proposed weight of WLU for research/extension activities, preparing fundable research/extension proposal, conducting research/extension work, preparing monthly/quarterly/annual reports, presenting results/outputs during in-house review, daily monitoring/conduct of field/lab activities will prove that a research/extension activity is equally comparable to a teaching activity.

2. Since the college has limited budget for honoraria, work overload with honorarium should be limited to 6.0 WLU only. However, a faculty member with work overload beyond the ceiling number of units deserve to receive the privilege of service credit. This will encourage them to perform more effectively in their instruction, research and extension functions.



VISAYAS STATE COLLEGE OF AGRICULTURE
Baybay, Leyte

Office of the President

23 October 2000

PROF. DANIEL M. TUDTUD JR.

Department of Agricultural Economics and Agribusiness
ViSCA, Baybay, Leyte

Dear Prof. Tudtud:

By virtue of the authority vested in me by the ViSCA Board of Trustees, you are hereby designated **College/Board Secretary** effective November 01, 2000 unless sooner terminated or revoked by higher authorities.

As College/Board Secretary, you are entitled to the privileges granted and the responsibilities attached to the position subject to pertinent policies.

Very truly yours,

PACIENCIA P. MILAN

President

cc: OVPAA
OVPA
HRMDO
Accounting
Budget
COA
Cash
Records
DAEA

ACTION MEMORANDUM

TITLE: Request of Isabel National Agricultural and Vocational School (INAVS) to Offer BS Agribusiness Program and Authority to Graduate the First Batch

I. INFORMATION

The INAVS application for government authority to offer BS in Agribusiness program was submitted to the President for BOT approval.

II. ACTION REQUIRED

Approval by the Board of Trustees of the INAVS request.

IV. PROPOSED RESOLUTION

Board Resolution No. _____, s. 2000

Approving the request of INAVS to offer BS Agribusiness Program and authority to graduate the first batch.

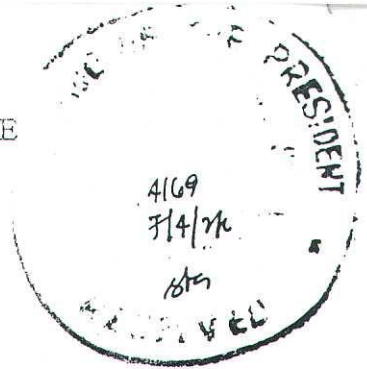
Board Action: APPROVED

Date: 24 October 2000

VISAYAS STATE COLLEGE OF AGRICULTURE

Isabel Campus

Isabel, Leyte



2nd Indorsement

June 9, 2000

Respectfully forwarded to the Board of Trustees, through the President, Visayas State College of Agriculture, Baybay, Leyte the herein application for government authority to offer Bachelor of Science in Agribusiness effective FY 1998-1999 as stipulated in the 1st Indorsement of the Commission on Higher Education.



VICTOR R. RITAGA

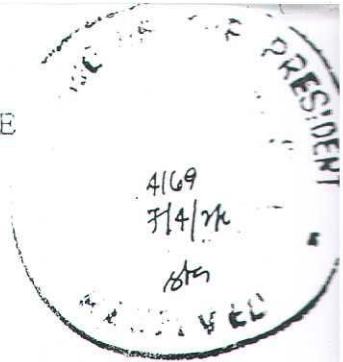
Vocational School Superintendent II

VISAYAS STATE COLLEGE OF AGRICULTURE

Isabel Campus
Isabel, Leyte

2nd Indorsement

June 9, 2000



Respectfully forwarded to the Board of Trustees, through the President, Visayas State College of Agriculture, Baybay, Leyte the herein application for government authority to offer Bachelor of Science in Agribusiness effective FY 1998-1999 as stipulated in the 1st Indorsement of the Commission on Higher Education.

A handwritten signature in black ink, appearing to read "Victor R. Ritaga", written over a horizontal line.

VICTOR R. RITAGA
Vocational School Superintendent II

Philippines
COMMISSION ON HIGHER EDUCATION
Regional Office VIII
ISABEL NATIONAL AGRICULTURAL AND VOCATIONAL SCHOOL
Isabel, Leyte

May 27, 1999



Honorable Angel C. Alcala
Chairman
Commission on Higher Education
5/D DAP Bldg., San Miguel Ave.
Ortigas Center, Pasig City

Attention: **Dr. Reynaldo T. Peña**
Director IV, OPS

Dear **Chairman Alcala**:

I have the honor to request reconsideration for the action taken by CHED Central Office regarding application of **ISABEL NATIONAL AGRICULTURAL AND VOCATIONAL SCHOOL**, Isabel, Leyte to offer Bachelor of Science in Agribusiness course effective Academic Year 1998-1999.

It is worthwhile to mention that due to the delayed action ^{of} offices concerned INAVS aggressively went on to offer the course pending action by higher authorities.

The authority however, cannot be granted yet due to pending results of the National Agricultural and Fisheries Education System (NAFES).

As of this academic year the school has already enrolled 25 second year and 30 first year students. There are also 10 congressional scholars in the first year as recommended by our Congresswoman of the district where the school is located.

May I request therefore, that we could be granted authority even for two years only not withstanding other requirements in the future.

Favorable consideration to this request will somehow prevent unfavorable reactions of the students and community against the school.

Thank you very much.

Very truly yours,

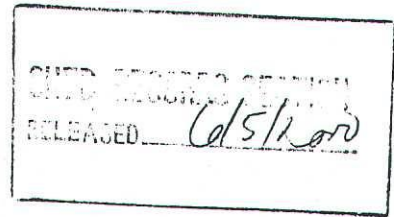

VICTOR R. RITAGA

Vocational School Superintendent II



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

1st Indorsement
May 23, 2000



Respectfully returned to the President, Isabel National Agricultural and Vocational School, Isabel, Leyte, the herein application for government authority to offer BS in Agribusiness program, effective SY 1998-1999. Since your school was already integrated to VISCA under Phase I of CSI integration to SUCs per Special Provision No. 2 of the CHED Budget under FY 1999 GAA, government authority to operate said program should course through the Board of Trustees.


REYNALDO T. PEÑA
Director IV



Office of the President
**OFFICE OF THE PRESIDENT
COMMISSION ON HIGHER EDUCATION**

May 13, 1999

DR. BONIFACIO N. ACAPULCO

Director

CHED Office VIII

Surpia Bldg., Fatima Village

Tacloban City

Dear Dr. Acapulco:

This has reference to your letter dated December 3, 1998 submitting the application of ISABEL NATIONAL AGRICULTURAL AND VOCATIONAL SCHOOL, Isabel, Leyte, for government authority to offer Bachelor of Science in Agribusiness.

We would like to inform you that the request cannot be granted pending results of the implementation of the National Agriculture and Fisheries Education System (NAFES) Rationalization Plan and identification of National Centers of Excellence (NCEs) in agriculture per section 69 and 70 of RA 8435 otherwise known as the Agriculture and Fisheries Modernization Act of 1997.

Very truly yours,

REYNALDO T. PEÑA
Director IV

ACTION MEMORANDUM

- I. **TITLE:** Recommendation to Award the Construction of Drying and Storage Laboratory to Lake City Builders

I. **INFORMATION:**

The Pre-qualification Bids and Awards Committee (PBAC) conducted a public bidding for the construction of Drying and Storage Laboratory on August 30, 2000. Four (4) qualified constructors submitted their bid proposals. Upon evaluation, the PBAC is recommending for approval to the BOT to award the construction of Drying and Storage Laboratory to Lake City Builders in the total amount of Five Hundred Seventy Four Thousand Thirty Four Pesos (P574,034.00). The Approved Agency Estimate of the project (AAE) is Seven Hundred Eighty One Thousand Six Hundred Forty One and 85/100 (P781,641.85).

I. **ACTION REQUIRED**

Approval of the BOT on the PBAC recommendation to award the Construction of Drying and Storage Laboratory in the Amount of Five Hundred Seventy Four Thousand Thirty Four Pesos (P574,034.00).

V. **PROPOSED RESOLUTION**

Board Resolution No. __, s. 2000

Approving the recommendation to award the Construction of Drying and Storage Laboratory to Lake City Builders in the Amount of Five Hundred Seventy Four Thousand Thirty Four Pesos (P574,034.00) subject to availability of funds and existing auditing rules.

Board Action: APPROVED

Date: 25 October 2000

VISAYAS STATE COLLEGE OF AGRICULTURE

Baybay, Leyte, Philippines
Office of the President

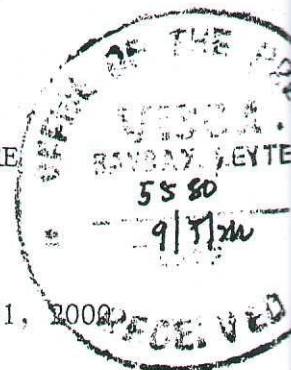


1st Indorsement
15 September 2000

Respectfully forwarded to the ViSCA Board of Trustees, through the College/Board Secretary, recommending approval to award the construction of Drying and Storage Laboratory to Lake City Builders in the amount of P574,034.00. The bid proposal of said contractor is the lowest and most advantageous to the government, hence, this recommendation.


PACIENCIA P. MILAN
President

VISAYAS STATE COLLEGE OF AGRICULTURE
Baybay, Leyte



August 31, 2000

MEMORANDUM:

FOR: The College President
VisCA, Baybay, Leyte

RE: Recommendation to Award the Construction of Drying and Storage Laboratory to LAKE CITY BUILDERS


The Prequalification Bids and Awards Committee (PBAC) conducted a public bidding for the construction of Drying and Storage Laboratory on August 30, 2000 at the Conference Room of the Office of the President for Administration.

Six (6) contractors were prequalified to join the bidding only four (4) contractors submitted their bid proposals as follows:

<u>Participating Bidders</u>	<u>Bid Offers</u>
1. L.Y. Chan Construction	₱1,154,210.77
2. Colina Construction	601,832.00
3. JFAP Construction	730,584.11
4. Lake City Builders	574,034.00

The Approved Agency Estimate of the project is P781,641.85.

In view of the foregoing, the members of the PBAC unanimously recommend to award the project to LAKE CITY BUILDERS, its offer being lowest responsive bid and most advantageous to the government.

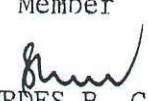

MARGARITO C. ESCALANTE
Member

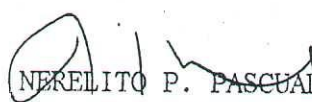

NESTOR M. ISRAEL
Member


JUSTINIANO L. SER
Member


AUGUSTO T. FERNANDEZ
Member

O.B.
REBECCO M. SANTIAGO
Member


LOURDES B. CANO
Executive Officer &
Secretary


NERELITO P. PASCUAL
Chairman

VISAYAS STATE COLLEGE OF AGRICULTURE
Baybay, Leyte

October 11, 2000

The Chairman
ViSCA Board of Trustees
Visayas State College of Agriculture

Thru: Prof. Daniel M. Tudtud, Jr.
BOT Secretary

Sir:

Search Committee for two Private Sector Representatives to the ViSCA Board of Trustees (BOT) is respectfully submitting the following nominees/applicants for the said trustee position, arranged alphabetically:

Name	Profession/Occupation	Address
1. Barbusa, Rebecca Villaflo	Business Entrepreneur	Hilongos, Leyte
2. Loreto, Asuncion Petilla	Business Entrepreneur	Tacloban City
3. Ong, Cristuto F.	Businessman	Hilongos, leyte
4. Torres, Ramon Am.	Retired Judge/Corporate Consultant	Baybay, Leyte

The above list falls short of the required minimum number of recommendees as specified in Section 11.1 of the Implementing Rules and Regulations of RA 8292, that *the Search Committee should recommend to the BOT at least five prominent citizens for possible appointment*. This is notwithstanding the fact that the Search Committee had extended the deadline for nomination/application twice to allow for more aspirants.

Hence, despite the deficiency in the number of recommendees, the Search Committee favorably indorses the abovementioned private citizens inasmuch as they all meet the minimum qualifications as prescribed in the attached BOT-approved criteria.

Also please find attached duly accomplished nomination/application forms and credentials of the recommendees for your perusal.

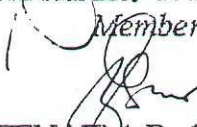
Very truly yours,

*Search Committee for Private Sector
Representatives to the VLSCA BOT*


NERELITO P. PASCUAL
Member


LINA T. VILLACARLOS
Member


MICHAEL Y. RAPADA
Member


ZENaida D. GERONA
Secretary


JOSE L. BACUSMO
Chairman

142nd ViSCA BOARD OF TRUSTEES MEETING

11 December 1997
Leyte Normal University
Tacloban City

6. Proposed Qualifications for the Selection of Prominent Citizen as representatives To the ViSCA Board of Trustees

After the Chair presented the proposed qualifications for the selection of prominent citizen as representative to the ViSCA Board of Trustees, the Board agreed to exclude all public officials in the selection process and passed:

Board Resolution No. 71, s. 1997

Approving the following qualifications for the selection of prominent citizen as representative to the ViSCA Board of Trustees:

1. At least 35 years of age on the date of his appointment
2. A residence of the Province of Leyte for at least ten (10) years prior to his appointment
3. He must have distinguished himself in his profession/field of specialization
 - to be considered "distinguished", he must be an awardee on an achievement relative to his field of specialization or an officer of an awardee organization for significant contribution to the community, province or country
4. He must not currently be connected officially with ViSCA. At the time of nomination and incumbency as BOT representative, he must not be an employee of ViSCA with official appointment, covering a period of one year or more.
5. He must be of good moral character.
 - Conviction of any crime or administrative charges which is final or executory shall disqualify an applicant.
6. He must not be related to any member of the ViSCA BOT within the third degree of affinity or consanguinity.
7. At the time of nomination and incumbency as BOT representative, he shall not be a public official.

Board Action: APPROVED

Date: 11 Dec. 1997

ACTION MEMORANDUM

TITLE: Appointment of Part -Time Teachers for Confirmation

INFORMATION

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

ACTION REQUIRED

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

V. PROPOSED RESOLUTION

Board Resolution No. ____, s. 2000

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

	Name	Department	Effectivity
ViSCA – Main Campus			
1.	CAÑETE, Lemuel	DASVM	2 nd Sem., SY 2000-2001
2.	CORTEZ, Evelyn	DASVM	2 nd Sem., SY 2000-2001
3.	GEALON, Aileen	DASVM	2 nd Sem., SY 2000-2001
4.	AMIGABEL, John C.	DASVM	2 nd Sem., SY 2000-2001
5.	TABUDLONG, Rowena Amor I	DAL	2 nd Sem., SY 2000-2001
6.	PASTOR, Vina	DAL	2 nd Sem., SY 2000-2001
7.	COSTELO, Cheryl	DAL	2 nd Sem., SY 2000-2001
8.	LICAYAN, Imma Concepcion A.	DAC-FS	2 nd Sem., SY 2000-2001
9.	GALVEZ, Lorena A.	DAC-FS	2 nd Sem., SY 2000-2001
10.	YBAÑEZ, Rechal	DASS	2 nd Sem., SY 2000-2001
11.	CUEN, Irvin B.	DAEAM	2 nd Sem., SY 2000-2001
12.	TAGANA, Norman C.	DAEAM	2 nd Sem., SY 2000-2001
13.	DE PAZ, Elaine E.	DOH	2 nd Sem., SY 2000-2001
14.	PASCUAL, Linnito M.	DAEA	2 nd Sem., SY 2000-2001
15.	VICENTE, Grace	DAEA	2 nd Sem., SY 2000-2001
16.	PARDALES, Joan D.	DPBAB	2 nd Sem., SY 2000-2001
17.	RIPALDA, Lucilyn	DPBAB	2 nd Sem., SY 2000-2001
18.	FRUTAS, Leda Concepcion	DPE	2 nd Sem., SY 2000-2001
ViSCA-Tolosa Campus (LSSF)			
1.	DUAVIS, Policarpo N.	LSSF	SY 2000-2001

Board Action: **CONFIRMED**
Date: 25 October 2000


VISAYAS STATE COLLEGE OF AGRICULTURE
Baybay, Leyte

APPOINTMENT OF PART-TIME INSTRUCTORS
FOR BOT CONFIRMATION

EFFECTIVITY
Second Semester SY 2000-2001

- A. DEPT OF AN. SCIENCE & VET. MEDICINE
- | | | |
|----|-------------------|--------------|
| 1. | CAÑETE, Lemuel | Instructor 1 |
| 2. | CORTEZ, Evelyn | Instructor 1 |
| 3. | GEALON, Aileen | Instructor 1 |
| 4. | AMIGABLE, John C. | Instructor 1 |
- B. DEPT. OF ARTS AND LETTERS
- | | | |
|----|--------------------------|--------------|
| 1. | TABUDLONG, Rowena Amor I | Instructor 1 |
| 2. | PASTOR, Vina | Instructor 1 |
| 3. | COSTELO, Cheryl | Instructor 1 |
- C. DEPT. OF AG. CHEM & FOOD SCIENCE
- | | | |
|----|-----------------------------|--------------|
| 1. | LICAYAN, Imma Concepcion A. | Instructor 1 |
| 2. | GALVEZ, Lorena A. | Instructor 1 |
- D. DEPT. AGRONOMY & SOILS
- | | | |
|----|----------------|--------------|
| 1. | YBAÑEZ, Rechal | Instructor 1 |
|----|----------------|--------------|
- E. DEPT. AG. ENG'G & APPLIED MATH
- | | | |
|----|-------------------|--------------|
| 1. | CUEN, Irvin B. | Instructor 1 |
| 2. | TAGANA, Norman C. | Instructor 1 |
- F. DEPT. HOME SCIENCE
- | | | |
|----|-------------------|--------------|
| 1. | DE PAZ, Elaine E. | Instructor 1 |
|----|-------------------|--------------|
- G. DEPT. AG. ECON. & AGRIBUSINESS
- | | | |
|----|---------------------|--------------|
| 1. | PASCUAL, Linnito M. | Instructor 1 |
| 2. | VICENTE, Grace | Instructor 1 |

Submitted by:


MYRNA M. AVILA
OIC Director, HRMDO
(101900)

NOTED:

PACIENCIA P. MILAN
President

Baybay, Leyte

APPOINTMENT OF PART-TIME INSTRUCTORS
FOR BOT CONFIRMATION

EFFECTIVITY

Second Semester SY 2000-2001

- A. DEPT OF PLANT BREEDING AND AG. BOTANY
1. PARDALES, Joan D. Instructor 1
 2. RIPALDA, Lucilyn Instructor 1
- B. DEPT. OF PHYSICAL EDUCATION
1. FRUTAS, Leda Concepcion Instructor 1

Submitted by:



MYRNA M. AVILA
OIC Director, HRMDO
(102300)

NOTED:

PACIENCIA P. MILAN
President

VISAYAS STATE COLLEGE OF AGRICULTURE
Baybay, Leyte

APPOINTMENT OF PART-TIME INSTRUCTOR
FOR BOT CONFIRMATION

EFFECTIVITY

SY 2000-2001

A.	<u>Leyte State School of Fisheries APB Minutes</u>	APB Minutes
1.	DUAVIS, Policarpo N.	Instructor 1 09/20/2000

Submitted by:


MYRNA M. AVILA
OIC Director, HRMDO
(101100)

NOTED:

PACIENCIA P. MILAN
President

=====

EXCERPT FROM THE MINUTES OF THE ACADEMIC PERSONNEL BOARD DATED SEPT. 20, 2000

Request of Dr. Celedonia De Asis Palaña, LSSF Superintendent II, to grant honoraria to Mr. Policarpo N. Duavis as Part-time Instructor of LSSF for SY 2000-2001.

APB Action: Recommending for approval to hire Mr. Duavis as part-time Instructor with equivalent compensation for actual classroom teaching only and not to exceed the salary of an Instructor I position.

Submitted by:


MYRNA M. AVILA
OIC Director, HRMDO

ACTION MEMORANDUM

TITLE: Appointment of Regular-Temporary Personnel for Confirmation

INFORMATION

The recommendation for the appointment was prepared by the Human Resource Development and Management Office (HRMDO) after passing through channels. The College President recommends the renewal of appointments of the Regular Personnel and the confirmation of appointments by the Board of the newly hired personnel.

ACTION REQUIRED

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

PROPOSED RESOLUTION

Board Resolution No. ____, s. 2000

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

	<u>NAME</u>	<u>POSITION</u>	<u>EFFECTIVITY</u>
ViSCA Main Campus			
1.	SALAMAT Elsie E.	Instructor II	11/16/00
2.	* COLIS, Honey Sofia V.	Private Secretary	12/01/00
ViSCA Isabel Campus (INAVS)			
1.	CARILLAS, Alberto L.	Instructor I	08/018/00
2.	CUBIO, Greg	Instructor I	08/18/00

BOT Action: **CONFIRMED**
Date: 25 October 2000

VISAYAS STATE COLLEGE OF AGRICULTURE
Baybay, Leyte

RENEWAL OF APPOINTMENT
REGULAR-TEMPORARY EMPLOYEES

FOR BOT CONFIRMATION

<u>DEPT/NAME</u>	<u>POSITION</u>	<u>EFFECTIVITY</u>
1. SALAMAT, Elsie E.	Instructor II	11/16/00


MYRNA M. AVILA
OIC Director, HRMDO

NOTED:

PACIENCIA P. MILAN
President

VISAYAS STATE COLLEGE OF AGRICULTURE
Baybay, Leyte

RENEWAL OF APPOINTMENT
REGULAR-TEMPORARY EMPLOYEES

FOR BOT CONFIRMATION

<u>DEPT/NAME</u>	<u>POSITION</u>	<u>EFFECTIVITY</u>
1. COLIS, Honey Sofia V.	Private Secretary	12/01/00


MYRNA M. AVILA
OIC Director, HRMDO

NOTED:

PACIENCIA P. MILAN
President

VISAYAS STATE COLLEGE OF AGRICULTURE
Baybay, Leyte

APPOINTMENT OF REGULAR EMPLOYEES
FOR BOT CONFIRMATION

<u>Name</u>	<u>Position</u>	<u>CSI</u>	<u>APB</u>
CARILLAS, Alberto L.	Instructor I	INAVS	08/18
CUBIO, Greg	Instructor I	INAVS	08/18

Submitted by:


MYRNA M. AVILA
OIC Director, HRM
(101100)

Noted:

PACIENCIA P. MILAN
President

EXCERPT FROM THE MINUTES OF THE ACADEMIC PERSONNEL BOARD DATED
2000

Recommendation of the INAVS Academic Board to hire Mr. Al Carillas and Greg Cubio as Instructor I to fill-up positions that are left vacant due to the retirement of M Bautista and the demise of Mrs. Milagros Merioles.

APB Action:

Recommending for approval to hire Messrs. Alberto L. and Greg Cubio on temporary status following the ViSC wherein Instructor positions have no tenure.

Submitted by:


MYRNA M. AVILA
OIC Director, HRM

ACTION MEMORANDUM

TITLE: Request of LNCAST to Purchase One Vehicle Charged to Their Savings

INFORMATION:

The Leyte National College of Agriculture, Science and Technology (LNCAST) submitted their Special Budget Request, utilization of Income under Fund 161 for the purchase one unit of vehicle to the President for BOT approval.

II. ACTION REQUIRED

Approval by the Board of Trustees of the LNCAST request.

V. PROPOSED RESOLUTION

Board Resolution No. _____,s. 2000

Approving the request of LNCAST to utilize their Income under Fund 161 for the purchase of one vehicle.

Board Action: APPROVED

Date: 24 October 2000

VISAYAS STATE COLLEGE OF AGRICULTURE-VILLABA
LEYTE NATIONAL COLLEGE OF AGRICULTURE, SCIENCE AND TECHNOLOGY
Villaba, Leyte

RELEASED
10/18/2000

October 18, 2000

DR. PACIENCIA P. MILAN
President
VISCA, Baybay, Leyte


Attention: The Chief Finance Mgt. Officer

Madam:

I have the honor to submit herewith the Special Budget Request of Leyte National College of Agriculture, Science and Technology, Villaba, Leyte for the utilization of Income under Fund 161 as of September 30, 2000.

For your perusal.

Very truly yours,


CONCHITA N. ASTROLOGO, Ph.D.
for Vocational School Superintendent II


CNA/tpj
Au10182000

VISAYAS STATE COLLEGE OF AGRICULTURE-Villaba
Leyte National College of Agriculture, Science and Technology
Villaba, Leyte


Special Budget Request
Utilization of Income (IGP Funds)

PARTICULARS	FUND	PROPOSED EXPENDITURE	AMOUNT	JUSTIFICATION
Income Generating Projects	161	300-33 Capital Outlay- Equipment & Vehicle	P600,000.00	To be utilized for the purchase of One(1 Unit Isuzu Fuego 4 x 2 PICK-UP for LNCAST

Prepared by:


TERESITA P. JUANERO
Senior Bookkeeper

Recommending Approval:


CONCHITA N. ASTROLOGO, Ph.D.
for Vocational School Supt. II

APPROVED:

PACIENCIA P. MILA
President

Republic of the Philippines
Visayas State College of Agriculture
LEYTE NATIONAL COLLEGE OF AGRICULTURE, SCIENCE & TECHNOLOGY
Villaba, Leyte


October 18, 2000

CERTIFICATION

THIS IS TO CERTIFY that we have available funds under Fund Account 161 (184) in the total amount of SIX HUNDRED THOUSAND PESOS (P 600,000.00) as of September 30, 2000 to be utilized for the purchase of ONE (1) unit ISUZU FUEGO 4x2 PICK-UP for this College.


TERESITA P. JUANERO
Senior Bookkeeper II

NOTED:


CONCEITA N. ASTROLOGO, PH.D.
for: Vocational School Superintendent II

VISAYAS STATE COLLEGE OF AGRICULTURE
LEYTE NATIONAL COLLEGE OF AGRICULTURE, SCIENCE AND
TECHNOLOGY
Villaba, Leyte

INVENTORY OF VEHICLE AS OF June 30, 2000

VEHICLES	STATUS/REMARKS
1. Willy`s jeep with C-240 engine acquired 1970	Serviceable
2. Willy`s jeep with C-190 engine acquired 1970	Non-serviceable
3. Isuzu Truck- acquired 1975	Serviceable
4. Pick-up with 4DR5 engine acquired 1975	Serviceable

Prepared by:

S.
RODULFO M. SALAS
Supply Officer I

APPROVED BY:

Conchita N. Astrologo
DR. CONCHITA N. ASTROLOGO
for Vocational School Superintendent II

Villaba, Leyte

Date October 5, 2000

CEBU CITY, INC


Gentleman:

Please quote your government price (s) on the following articles:

AS PER LISTED BELOW

Authorized Canvasser


RODOLFO M. SALAS
Supply Officer I


CONCHITA N. ASTROLOGO, Ph. D.
Voc. Sch. Superintendent II


Superintendent

National College of Agriculture, Science and Technology
Leyte


government price (s) for the following articles are as follows:

NAME OF ARTICLES / DESCRIPTION	UNIT PRICE	TOTAL VALUE
TOYOTA (pick-up type w/ transparent glass diesel) HILUX 4x2	*629,000.00	629,000.-
HILUX 4x2 XS	*664,000.00	

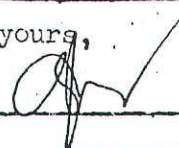
te: Cash & Carry

* Price subject to change without prior notice. Therefore, at the time of delivery price will prevail. 

CERTIFIED XEROX COPY


CONCHITA N. ASTROLOGO Ph. D.
VOCAL SCHOOL Supt. II

10-17-2000 Very truly yours,



Date _____

Gentleman:

Please quote your government price (s) on the following articles:

AS PER LISTED BELOW

Authorized Canvasser

Sm
RODOLFO M. SALAS
Supply Officer I

any
CONCHITA N. ASTROLOGO, Ph. D.
Voc. Sch. Superintendent II

The Superintendent

Le National College of Agriculture, Science and Technology
Villaba, Leyte

Sir :

Our government price (s) for the following articles are as follows:

NAME OF ARTICLES / DESCRIPTION

: UNIT PRICE : TOTAL VALUE

1. MITSUBISHI (6 Strada pick-up type w/
transparent glass diesel)

Note:
Discount 4
Sept. 30
4x4 L-200 Strada 950,000.00 - 29,000 = 921,000
4x2 L-200 Endeavor XT 694,000 - 35,000 = 659,000

CERTIFIED XEROX COPY

any
CONCHITA N. ASTROLOGO Ph.D.
VOC'L SCHOOL SUPT. II

10-17-2000
Very truly yours,

Date 17 OCTOBER 2010

A (MANDAVE) CERA, INC.

4 RD., JACOBIAO, MANDAVE CITY

Gentleman:

Please quote your government price (s) on the following articles:

AS PER LISTED BELOW

Authorized Contract

RODOLFO M. SALAS
Supply Officer I

CONCHITA M. ASTROLOGO, Ph. D.
Voc. Sch. Superintendent II

Student

National College of Agriculture, Science and Technology
Leyte

Government price (s) for the following articles are as follows:

NAME OF ARTICLES / DESCRIPTION	UNIT PRICE	TOTAL VALUE
1. FUEGO 4X2 LS PICK-UP	₱670,000	₱670,000
2. FUEGO 4X2 STD PICK-UP	595,000	595,000
3. FUEGO 4X4 LS PICK-UP	870,000	870,000

DELIVERY: 15 DAYS UPON RECEIPT OF P.O.

PRICE VALIDITY: 15 DAYS

TERM: CASH ON DELIVERY

WARRANTY: 52,100 KM OR 2 YEARS
WHICHEVER COMES FIRST

NOTHING FOLLOWING

NOTE: PRICES QUOTED ARE F.O.B.
VILLAVIEJA, LETE

REBIZ S.S., VEST COVER (KAKI), FLOOR MATTING
TINT (GILA) AND 1 YEAR LTD. REGISTRATION

NOTHING FOLLOWING

CERTIFIED XEROX COPY

Very truly yours

CONCHITA M. ASTROLOGO Ph. D.
VOC'L SCHOOL SUPT. II

R. Y. TORRELLER
SALES EXECUTIVE

10-17-2010

ACTION MEMORANDUM

**TITLE: PBAC Recommendation to Increase the Honorarium of PBAC Member,
Engr. Augusto Fernandez from P300.00 to P500.00**

INFORMATION:

The said recommendation was endorsed by the Finance Committee duly approved by the College President.

ACTION REQUIRED

Approval of the BOT on the PBAC recommendation.

I. PROPOSED RESOLUTION

Board Resolution No. __, s. 2000

Approving the recommendation to increase the honorarium to P500 for his attendance per PBAC meeting subject to availability of funds and existing auditing rules.

Board Action: APPROVED

Date: 25 October 2000

VISAYAS STATE COLLEGE OF AGRICULTURE
Baybay, Leyte

October 6, 2000

Prof. Daniel M. Tudtud, Jr.
College/Board Secretary
ViSCA

Dear Prof. Tudtud:

Furnishing you a copy of my recommendation to increase honorarium of PBAC member, Engr. Augusto Fernandez, from P300.00 P500.00 per meeting. Said recommendation was endorsed by the Finance Committee duly approved by the College President. Attached also is excerpt of the minutes of the Finance Committee meeting.

It is hoped that this recommendation be included in the agenda the next BOT meeting.

Very truly yours,



NERELITO P. PASCUAL
Vice President for Administration

1st 2nd 3rd 4th 5th 6th 7th 8th 9th 10th 11th 12th
123456789101112

004 # 1100

VISAYAS STATE COLLEGE OF AGRICULTURE
Baybay, Leyte

June 30, 2000



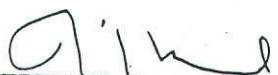
Dr. Paciencia P. Milan
President
ViSCA, Baybay, Leyte

Dear Madam:

Following the provisions of P.D. 1954, Engr. Augusto Fernandez was appointed as member of the PBAC, private sector representative and is representing the Philippine Institute of Civil Engineers. As PBAC representative, Engr. Fernandez is given a token honorarium of P300.00 for every meeting he actually attended. This rate of honorarium has not been increased since 1993 until the present. Par. 8 of NCC 75 dated March 1, 1995 allows us to pay honorarium to non-government personnel involved in government authorized project.

In view of this, may I request that Engr. Fernandez' honorarium be increased from P300.00 to P500.00 per his attendance of PBAC meetings, said amount shall be taken from the administrative cost fund of the project.

Very truly yours,


NERELITO P. PASCUAL
Chairman/PBAC

VISAYAS STATE COLLEGE OF AGRICULTURE
Baybay, Leyte

August 31, 2000

Dr. Nerelito P. Pascual
Vice President for Administration
ViSCA, Baybay, Leyte

Dear Dr. Pascual:

In connection with your request to increase the honorarium of F. Augusto Fernandez from P300.00 to P500.00 meeting, quoted hereunder is action of the Finance Committee during its meeting on August 4, 2000, which was approved by the College President.

Action: "Recommending approval, to increase the honorarium P500.00 for his attendance per PBAC meeting subject BOT approval."

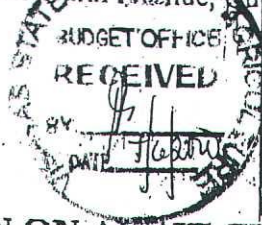
Very truly yours,


LOURDES B. CANO
Administrative Officer V

cc: Accounting Div.



REPUBLIC OF THE PHILIPPINES
COMMISSION ON AUDIT
Commonwealth Avenue, Luzon City, Philippines



4/17

4/17

1/17

1/17

17

COMMISSION ON AUDIT CIRCULAR NO. 2000-002

The Presidents, Members of the Board of Regents/Trustees, Chief Accountants/Heads of Accounting Units, Budget Officers, and COA Auditors of State Universities and Colleges (SUCs); and All Others Concerned.

SUBJECT: Accounting Guidelines and Procedures on the Use of Income of SUCs Pursuant to Republic Act No. 8292.

0 Rationale and Purpose

At present, SUCs are authorized under Letter of Instructions Nos. 872 and 1026 to retain as Revolving Fund their income from food production and manufacturing operations deposited in authorized government depository bank (AGDB). Fund Codes 161 and 163 were issued by the Department of Budget and Management (DBM) for the purpose. In addition, Fund 164 was issued for use of a University which was granted authority to use all income accruing to it by virtue of Executive Order No. 714.

Under Section 4(d) of Republic Act (R.A.) No. 8292, the Higher Education Modernization Act of 1997, SUCs are likewise authorized to deposit in any AGDB and treat as Special Trust Funds (STF) income from tuition fees and other necessary school charges such as; matriculation fees, graduation fees, and laboratory fees. The law further authorized the Board of Regents/Trustees (BOR/T) of SUCs to disburse such income and other charges, as well as those generated from the operation of auxiliary services and land grants, for instruction, research, extension or other program projects of the university or college. Such disbursements require a special budget duly approved only by the BOR/T which is now empowered by R.A. No. 8292 to appropriate the income of the university/college and allocate funds with flexibility.

In accordance with the constitutional function of the Commission On Audit (COA) governing promulgation of accounting and auditing rules and regulations and in order to provide specific guidelines on the utilization of income of SUCs constituted into STF pursuant to Section 4(d) of R.A. No. 8292, this Circular is hereby issued.

COMMISSION ON AUDIT
Social Development Division
Accountancy Office

RECEIVED
Date: 4/13/00

2.0 General Guidelines

2.1 The following provisions of R.A. No. 8292 and R.A. No. 8745, the General Appropriations Act for CY 1999 are hereby reiterated:

- 2.1.1 All income of SUCs from tuition fees and other necessary charges such as matriculation fees, graduation fees, laboratory fees, medical and dental fees, library fees, athletic fees and other similar fees shall be deposited in an Account and constituted as STF. All interests that shall accrue therefrom shall be part of the same Fund.
- 2.1.2 Income from university hospitals shall be earmarked and used exclusively for the operating expenses of the hospitals.
- 2.1.3 All fiduciary fees shall be disbursed for the specific purposes for which they are collected.
- 2.1.4 In no case shall the STF be used for the payment of salaries and the creation of new positions.
- 2.2 The STF shall be used to augment the maintenance and other operating expenses, capital outlays of the university and to pay authorized allowances and fringe benefits to teachers and students who render services to the school.
- 2.3 A special budget for the utilization of the STF supported by a Certification from the Chief Accountant that sufficient income had been realized, collected and deposited with an AGDB shall be approved by the (BCRT) of the University/College.
- 2.4 The approved special budget shall be the basis of the Chief Accountant in recommending appropriations and allotments.
- 2.5 A copy of the approved special budget shall be furnished the DBM or the Accountancy Office, COA within ten days after approval.
- 2.6 Any balance of allotments at the end of the year shall be reverted to the Cumulative Results of Operations-Unappropriated (CROU).

3.0 Specific Guidelines

- 3.1 Each University/College shall open a separate bank account for the STF where income collections shall be deposited. All interests that shall accrue therefrom shall form part of the same Fund and shall be reported as interest income. A bank reconciliation statement shall be prepared and submitted to the Accountancy Office, COA pursuant to COA Circular No. 92-125A.

- 3.2 The Chief Accountant shall maintain a separate set of books of accounts for the STF using Fund Code 164.
- 3.3 The Budget Officer shall prepare a special budget for the approval of the BOR/T to utilize the income deposited with AGD.
- 3.4 No special budget shall be approved by the BOR/T unless it is supported by a certification signed by the Chief Accountant that available deposits is sufficient to cover its funding requirements.
- 3.5 Upon receipt of the duly approved special budget from the Budget Officer, the Chief Accountant shall draw a Journal Voucher to set-up the appropriations and record the allotments.
- 3.6 The Budget Officer shall also furnish the DBM and the Accountancy Office, COA copies of the duly approved special budget within ten days after approval by the BOR/T.
- 3.7 The Chief Accountant shall follow the accounting entries shown as Annex A hereof in recording financial transactions pertaining to the STF.
- 3.8 At the end of the year, the Chief Accountant shall prepare a Detailed Schedule of Allotments and Obligations Incurred (Annex B) and Breakdown of Income (Annex C) as supporting schedules of the Preliminary Trial Balance.

Saving Clause

Issues and cases arising from the implementation of this Circular shall be referred to the Accountancy Office, this Commission, for resolution.

Sanctions

Failure of the officials and employees concerned to comply with the requirements of this Circular shall subject them to disciplinary action in accordance with Section 55, Chapter 10, Title I-B, Book V of E.O. No. 292, the Revised Administrative Code of the Philippines.

Repealing Clause


All provisions of circulars, memoranda or other issuances which are inconsistent with the provisions of this Circular are hereby rescinded, repealed and/or modified accordingly.

8.0 Effectivity

This Circular shall take effect January 1, 2000.


RAUL C. FLORES
Commissioner


EMMANUEL M.
Commissioner


CELSO D. GANGIN
Chairman

ACCTCYO
GSC/JBA/mlc
Packard-B/LAN-Arvin



REPUBLIC OF THE PHILIPPINES
DEPARTMENT OF BUDGET AND MANAGEMENT
MALACANANG, MANILA



CIRCULAR LETTER NO. 92-8
November 18, 1992

TO : Heads, Budget Officers, Chief Accountants/Bookkeepers of State Universities and Colleges, and all Others Concerned

SUBJECT : Guidelines on the Revolving Funds (RFs) of State Universities and Colleges (SUCs) for the Operation of Auxiliary Services

1.0 Purpose

- 1.1 To provide guidelines and procedures to implement Section 9 of the Special Provisions of SUCs on the operation of Auxiliary Services pursuant to R.A. No. 7180.

2.0 Guidelines

- 2.1 All receipts of SUCs shall be deposited with the Bureau of the Treasury as income of the General Fund except those provided for in this Circular to be treated as RFs and those exempted under other issuances.
- 2.2 Receipts from Auxiliary Services such as canteen operations, dormitory/hostel operations, printing press and infirmary of SUCs shall be constituted into a Revolving Fund.
- 2.3 The initial working capital for a one (1) month period shall be sourced from the regular MOOE allotment under the General Fund and shall be reported to DPM. No additional working capital shall be charged to MOOE unless authorized by DPM.
- 2.4 Income collections from the operation of the Auxiliary Services shall be deposited in an authorized government depository bank and shall accrue to the Revolving Fund.
- 2.5 Withdrawals from the Fund shall be done through the joint signatures of two (2) authorized personnel of SUCs.
- 2.6 All expenses directly related to the operation and maintenance of auxiliary activities shall be charged directly against the Fund.

2.7 At year end, SUCs shall retain the initial working capital. However, the net income from the operation of the Fund shall be remitted to the National Treasury to accrue to the General Fund.

2.8 Records of all transactions of RE for auxiliary services of SUCs shall be maintained in a separate Books of Accounts under Fund 163.

3.0 Reporting Requirement

The State Universities and Colleges concerned shall submit to DPM and to Congress a quarterly report of the income from this fund and a quarterly report of expenditure. In case of failure to submit said requirements, no withdrawal in the subsequent quarter shall be allowed except upon certification of DPM that said report was submitted.

In addition, a Year-end Annual Report on the operation of these revolving funds shall be submitted to DPM and Commission on Audit not later than the 20th day of the following month covered by the report including a copy of the remittance advice which evidences the deposit of the net income of RE for auxiliary services with the National Treasury as income of the General Fund.

4.0 Saving Clause

Cases not covered in this Circular, including provisions which require further clarification prior to implementation, shall be referred to the Accounting and Finance Bureau-B, Department of Budget and Management.

5.0 Effectivity

This Circular shall take effect CY 1992.


SALVADOR M. ENRIQUEZ, JR.
Secretary

At the end of the year, Liquidation Report for the Cash Advance
be made and the net
At the end of the year, Liquidation Report for the Cash Advance

CLASSIFICATION OF RECEIPTS AND INCOME

1. **Special Trust Fund (Fund 164)** – All income from tuition fees and other necessary charges such as: matriculation fees, graduation fees, laboratory fees, medical and dental fees, library fees, athletic fees and other similar fees/receipts in the exercise of the regular or normal function (COA Circular No. 2000-002). Other sources are: interest and other income earned from this fund and trust funds, net income from the operation of auxiliary services, and excess from seminar and conference fees.
2. **Revolving Fund for School Agricultural Operations (Fund 161)** – Revolving fund out of income realized from agricultural projects embraced under the food production program. Particular emphasis shall be given to protein sources and legumes, cassava, seguidillas, mongo, soya beans and where suitable, fruit trees, fish, cattle, hogs, poultry, goats and other food sources. Projects under this fund shall be established and maintained only upon approval by the Department of Budget and Management (NBC No. 331).
3. **Revolving Fund for SUCs Auxiliary Services Operations (Fund 163)** – Revolving fund out of receipts from auxiliary services such as canteen operations, dormitory/hostel operations, printing press and infirmary of SUCs. At the end of the year only the initial working capital shall be retained (DBM Circular Letter No. 92-8).
4. **Trust Funds (8-84-000)** – Receipts which come into the possession of agencies which are fiduciary in nature and intended for specific purpose such as:
 - 4.1. Extra or additional compensation received or collected from a government office or private firm for services rendered by a government official or employee in addition to his regular duties or functions.
 - 4.2. Receipts arising from fees, contributions and deposits from government agencies, private individuals/entities such as:
 - 4.2.1 collections from student intended for student organizations, council, sororities, fraternities, clubs and similar organizations provided such organizations are not given government fund support;
 - 4.2.2 collections for student school organs, newsletters, gazette and other publications including publication of graduate thesis, provided such activities are not given government funds;
 - 4.2.3 collection from student in relation to activities authorized/sponsored by other government agencies/programs within the college, e.g. YCAP fees, MATEA fees and other similar fees, provided such activities are not given government funds support;
 - 4.2.4 collections from specific classes of students for payment of obligations/contributions to agencies outside the college, e.g. affiliation fees, miscellaneous fees such as Boy/Girl Scout, Red Cross, Anti-TB fund drive, etc.;
 - 4.2.5 student's refundable deposits for losses, damages, etc.;

4.2.6 funds from other agencies the purposes of which are intended for research projects and other short courses;

4.2.7 receipts from consultancy of faculty members.

- 4.3 One percent (1%) of the total collection from tuition fees for one semester/summer for refunds of tuition fees and rollbacks due to overassessment, discounts, decrease in unit load or dissolution of classes, provided that any unclaimed amount at the end of the school semester/summer shall revert to income.
- 4.4 Grants-in-aid/contribution given one office or agency to another for research development, educational, scientific and other technical studies/projects, including specific share of participating agencies in the cost components of interrelated, integrated or inter-agency projects.
- 4.5 Performance bonds, bidders bond, guaranty bonds, cash bonds and all bonds required by law, rules and regulations to be posted to ensure the faithful performance of an activity or undertaking.
- 4.6 Collection from government officials and employees for payment of obligations/contributions to charitable institutions and/or civic organizations such as anti-TB fund drive, Red Cross, Boy/Girl Scout, etc.
- 4.7 Deposits or advances received from a government office or private entity by another government office or agency for services to be rendered or goods to be delivered to such office or private entity which may take any of the following forms:
- 4.7.1 bid deposits for the sale/rental of government properties including publication deposits in connection with such bidding;
 - 4.7.2 amounts received to cover the cost of computer services, binding services, production and fabrication of furniture or equipment, reproduction of documents, and similar services;
 - 4.7.3 amounts received to cover expenses to be incurred in giving special written examination not normally conducted by the Civil Service Commission;
 - 4.7.4 amounts received from insurance companies to finance the commitments of such firms in case of default in payment of liabilities to third parties.
- 4.8 Proceeds from seminar and conference fees provided that upon the conclusion of the seminar or conferences, any excess therefrom shall be remitted as income; provided, further, that no appropriation authorized in the GAA shall be used to support or augment expenses for seminars or conferences.

(NBC No. 304-A)

CERTIFICATION

THIS IS TO CERTIFY that the LEYTE STATE SCHOOL OF AGRICULTURE, Alangalang, Leyte, had collected and deposited the amount of **TWO HUNDRED NINETY FOUR THOUSAND SIX HUNDRED FIFTY THREE PESOS** & 56/100 (P 294,653.56) representing school fees as of July 31, 2000.

This certification is issued this 31st day of July 2000, to support the School's Proposed Budget for Use of Income, for the Quarter July -September, 2000.


ELDA V. DE LOS REYES
Accountant I

VISAYAS STATE COLLEGE OF AGRICULTURE
LEYTE STATE SCHOOL OF AGRICULTURE
Alangalang, Leyte

SOURCE OF INCOME
As of July 31, 2000

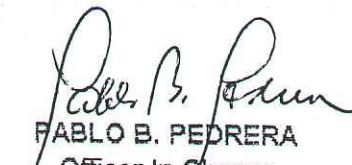
FUND 164

<u>ACCOUNT NAME</u>	<u>AMOUNT</u>
TUITION FEE	139,554.32
REGISTRATION FEE	20,615.00
LABORATORY FEE	16,464.00
TEST PAPER	24,633.00
ATHLETIC FEE	25,410.00
LIBRARY FEE	25,410.00
ROTC FEE	11,220.00
COMPUTER FEE	2,100.00
IDENTIFICATION CARD	16,180.00
TRANSCRIPT OF RECORD	1,020.00
CERTIFICATION FEE	1,855.00
INTEREST INCOME	32.29
MISCELLANEOUS FEES	10,159.95
 TOTAL	 294,653.56

Prepared & Certified Correct:


ELDA V. DE LOS REYES
Accountant I

Noted:


PABLO B. PEDRERA
Officer In Charge

VISAYAS STATE COLLEGE OF AGRICULTURE
Leyte State school of Agriculture
Alangalang, Leyte

PROPOSED BUDGETARY BREAKDOWN BY OBJECT OF EXPENDITURES

Use of Income

For the Quarter July - September, 2000

Particulars	Amount	Remarks
A. <u>Teacher - Student Welfare (50%)</u>		
Personal Services	18,000.00	1/ No provision for student labor has been included in the school's CY 2000 Approp. hence, the amount herein requested shall be used to pay the student wages who work in the different department of the school.
Student Labor	129,326.50	
M. O. O. E.		
02 Travelling Expenses	15,000.00	2/ The appropriation for travel and training and seminar has been cut by over 50%. The amount requested shall be used for the attendance to trainings, seminars and conferences of instructors which also needs travel funds. Attendance to educational activities are necessary in order to strengthen their skills and expertise relative to their fields.
03 Communication Services	3,846.50	
04 Repairs of Gov't Facilities	10,000.00	
07 Supplies and Materials	50,000.00	
14 Illumination, Power & Water	10,000.00	2/
17 Trainings and Seminars	6,000.00	3/
27 Library Books and Materials	10,000.00	
29 Other Services	24,480.00	
TOTAL	147,326.50	3/ The amount requested shall be used to purchase journals & renewal of subscriptions. The school's Current Year appropriation has no provision for Library Books & Materials.

B. <u>Augmentation (50%)</u>	
M. O. O. E.	
02 Travelling Expenses	
03 Communication Services	
04 Repairs of Gov't Vehicles	
07 Supplies and Materials	
17 Trainings and Seminars	
23 Gasoline, Oil & Lubricants	
24 Fidelity Bond & Ins. Prem.	
29 Other Services	
Capital Outlay	
36 Acquisition of Equipment	
TOTAL	
	104,326.50
	20,000.00
	5,326.50
	10,000.00
	20,000.00
	5,000.00
	10,000.00
	20,000.00
	14,000.00
	43,000.00
	43,000.00
	147,326.50

Inasmuch as the current year appropriation for maintenance and other operating expenses of the school has been cut by over 50% and considering the continuous increase in prices of commodities in the market, there is a need to augment some item of expenditure that is necessary in order to meet the needs of the different offices of the school.

Since, the school has no appropriation for capital outlay, an amount needs to be earmarked for the purchase of computer units and accessories to be used in the computer subject offered as part of the curriculum.

Prepared by:

Elda V. de los Reyes
 ELDA V. DE LOS REYES
 Budget Officer Designate

Submitted by::

Pablo B. Pedrera
 PABLO B. PEDRERA
 Officer In Charge

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

SPECIAL BUDGET FOR THE USE OF INCOME

Total Income (Jan. to Sept., 2000) - ₱250,096.20

Proposed Expenditures:

01 -	₱57,000.00	
02 -	20,000.00	
03 -	<u>20,000.00</u>	- <u>97,000.00</u>

Balance (for health care) ₱153,096.20

JUSTIFICATIONS ON THE USE OF INCOME

Particulars	Object	Justifications
1) Tuition Fees:		
PS - Student Labor	01-102	For payment of student laborers
Sept. - ₱12,000.00		for the mos. of Sept. to Dec. '00
Oct. - 13,000.00		maintaining the cleanliness of
Nov. - 13,000.00		the school campus.
Dec. - <u>13,000.00</u>		
<u>₱51,000.00</u>		
- Honoraria	01-104	For payment of the services
Oct. - ₱2,000.00		rendered during Sat. & Sun. of
Nov. - 2,000.00		the NROTC Tactical Officers
Dec. - <u>2,000.00</u>		conducting lectures, instructions
<u>₱6,000.00</u>		& training to BNAC NROTC officers.
2) Other Income:		
Library Fees	07	For purchases of newspapers for
₱5,000.00		library references for the mos.
		of July to Dec. '00.
Athletic Fees	3-36	For purchases of Athletic equipment
₱20,000.00		for use in the intramural meet
		of the college.
Test Paper	07	For purchases of testing materials
₱15,000.00		for the 2nd & 3rd Grading period
		& mid-term examination for 2nd
		semester.

Prepared by:

Gapacible
GULA G. APACIBLE
Sr. Bookkeeper
(Acting Budget Officer)

I HEREBY CERTIFY that sufficient income had been realized, collected and deposited at Land Bank Naval, Naval, Biliran.

Gapacible
GULA G. APACIBLE
Sr. Bookkeeper

APPROVED:

[Signature]
ESPERANZA D. PASO, Ed. D.

Republic of the Philippines
ISABEL NATIONAL AGRICULTURAL AND VOCATIONAL SCHOOL
Isabel, Leyte

CERTIFICATION

TO WHOM IT MAY CONCERN:

THIS IS TO CERTIFY that the school has an available funds from Tuition Fees and Other Income in the amount of ONE HUNDRED TWENTY EIGHT THOUSAND TWO HUNDRED EIGHTY SEVEN PESOS & 40/100 ONLY (P 128,287.40) from Jan. 1 to June 30, 2000.

DONE THIS 2nd day of August, 2000.


ABIGAIL P. TEMPORADA
Accountant I

Republic of the Philippines
ISABEL NATIONAL AGRICULTURAL AND VOCATIONAL SCHOOL
Isabel, Leyte

REPORT OF ACTUAL INCOME
From January 1 to June 30, 2000

<u>PARTICULARS</u>	<u>AMOUNT</u>
Tuition Fees	P 71,004.00
Matriculation Fees	1,972.00
Miscellaneous Fees	25,270.00
Certifications	2,005.00
Transcript of Records	3,310.00
Athletics	6,786.00
Sale of Animal/Losses	15,140.40
Refund/Retal	2,800.00
Total	<u>P128,287.40</u> *****

Certified Correct:


ABIGAIL E. TEMPORADA
Accountant I

Approved by:


VICTOR R. BITAGA
Vocational School Superint.

Agency: ISABEL NATIONAL AGRIC'L. & VOC. SCHOOL

PARTICULARS	OBJECT CODE	AMOUNT	JUSTIFICATIONS
INCOME			FOR REPAIR OF STUDENT COTTAGES:
TUITION FEES			About 50% of the total enrolment of the school are coming from the barangays of Isabel, Merida & Palompon. The school has student cottages made of light materials to accommodate or house students who are far from their residences or home towns.
PS	100-10	-	Since, the cottages are delapidating they require immediate repair. A considerable amount is needed should repair jobs be done at once.
MOOE			The repair jobs shall commence from its roofings and other necessary repairs shall be done later pending upon the availability of funds.
Repair & Maintenance of Gov't. Facilities	3-04-000	56,764.00	The school income from tuition and other fees will be used for the purchase of nipa shingles including payment of labor for the said repair of 14 students cottages, 1 temporary poultry house and 4 pergolas.
Supplies and Materials	3-07-000	-	FOR SUPPLIES AND MATERIALS:
Other Services	3-29-000	14,240.00	Our monthly allotment for MOOE is not enough to cover all expenses necessary for the entire school operation. Supplies necessary for instruction both high school and college are likewise inadequate. Therefore, an amount of P 15,033.40 is proposed out of the school income to purchase sufficient supplies for instructional purposes.
OTHER INCOME			FOR OTHER SERVICES:
PS	100-10	2,000.00	The school has been offering Associate in Computer Technology (ACT) for 5 years already. The course has been offered due to the manpower need of the two industrial plants located at the municipality of Isabel.
MOOE			Considering that nobody from our existing personnel can handle computer & typing subjects, part-time instructors were hired by the school administration. During the previous years, salaries were paid out of the lump-sum appropriation of the school's annual budget. However, this CY 2000 there is no release for lump-sum appropriation. Hence, we deemed it proper to use other income of the school to pay the services of the part-time instructors on contractual basis for the continuous operation of the said course offering.
Repair & Maintenance of Gov't. Facilities	3-04-000	15,000.00	The amount of P 25,250.00 is being allocated.
Supplies and Materials	3-07-000	15,033.40	
Other Services	3-29-000	25,250.00	
TOTAL		128,287.40	

* Honoraria

Prepared by: 
 ABIGAIL P. TEMPORADA
 Accountant I

Approved by:

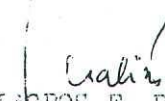

 VICTOR R. RITAGA
 Vocational School Superintendent II

OFFICE OF THE PRESIDENT
COMMISSION ON HIGHER EDUCATION
LEYTE STATE SCHOOL OF FISHERIES
TOLOSA LEYTE

C E R T I F I C A T I O N

THIS IS TO CERTIFY that the actual deposit of Income of
Leyte State School of Fisheries, Tolosa, Leyte from January 2000 to
September 2000 amounted to One Hundred Six Thousand Fifty Eight Pesos
and 65/100 (₱106,058.65) only.

Done this 19th day of October 2000.


MILAGROS E. BALINTEC
Sr. Bookkeeper

/mb


REPUBLIC OF THE PHILIPPINES
OFFICE OF THE PRESIDENT
COMMISSION ON HIGHER EDUCATION
LEVITE STATE SCHOOL OF FISHERIES

PROPOSED BUDGETARY BREAKDOWN OF INCOME
C.Y. 2000

Supplies and Materials - - - - -	₱50,000.00
Other Services - - - - -	20,000.00
Water, illumination & power - - - - -	25,058.65
Fidelity Bond Premium - - - - -	<u>11,000.00</u>
TOTAL	₱106,058.65

JUSTIFICATION :

The amount herein specified is very much necessary to augment expenses for MCOE for the current year due to the reduction of appropriations.


MILAGROS E. BALINTEC
Sr. Bookkeeper

/mb

**REPORT OF INCOME
JANUARY TO SEPTEMBER 2000**

Date	Diploma	Official Transcript of Record	Refund	Certification	Tuition Fee	Lab. Fee	Matriculation	Library	Rental	Ent. Fee	Dorm Fee	Med. Fee	Athletics	Misc.	Deferred Fee	Total Collection
CY 2000																
JANUARY	30.00	115.00	-	70.00	300.00	250.00	40.00	80.00	-	40.00	-	40.00	80.00	146.00	-	1,191.00
FEBRUARY	-	495.00	4,800.00	160.00	1,526.00	-	-	-	-	-	-	-	-	-	-	6,981.00
MARCH	80.00	645.00	-	350.00	8,859.00	950.00	180.00	320.00	2,570.00	170.00	-	170.00	360.00	1,826.00	-	16,480.00
APRIL	2,000.00	840.00	6,280.00	430.00	3,909.00	100.00	30.00	60.00	300.00	30.00	-	30.00	104.00	325.00	-	14,488.00
MAY	50.00	540.00	250.00	415.00	7,919.00	2,400.00	730.00	1,200.00	1,000.00	750.00	-	740.00	1,040.00	2,664.00	-	18,698.00
JUNE	650.00	600.00	4,734.65	270.00	8,061.00	4,150.00	1,120.00	2,027.00	1,000.00	1,150.00	-	1,140.00	1,580.00	7,167.35	510.00	34,160.00
JULY	175.00	435.00	-	60.00	1,524.00	200.00	40.00	80.00	-	40.00	-	40.00	80.00	2,042.65	-	4,716.65
AUGUST	350.00	450.00	4,000.00	310.00	250.00	250.00	50.00	100.00	-	50.00	-	50.00	100.00	120.00	-	6,080.00
SEPTEMBER	150.00	360.00	1,400.00	265.00	919.00	-	-	-	-	-	-	-	-	170.00	-	3,264.00
TOTALS	3,485.00	4,430.00	21,464.65	2,380.00	33,267.00	8,300.00	2,190.00	3,867.00	3,870.00	2,230.00	-	2,210.00	3,344.00	14,461.00	510.00	106,058.65

CERTIFIED CORRECT:

Oral
MILAGROS E. BALINTEC
Senior Bookkeeper

8/11/00
CORULO

Republic of the Philippines
Visayas State College of Agriculture
LEYTE NATIONAL COLLEGE OF AGRICULTURE, SCIENCE & TECHNOLOGY
Villaba, Leyte

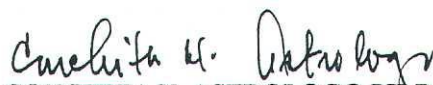
August 7, 2000

CERTIFICATION

THIS IS TO CERTIFY that we have available funds under Fund Account 164 in the total amount of FIFTY THOUSAND FIVE HUNDRED ELEVEN PESOS & 37/100 (P 50,511.37) as of the quarter ending June 30, 2000 to be utilized for the Fringe Benefits - (Medical Allowance) of the LNCAST Teachers and Employees for CY 2000.


TERESITA P. JUANERO
Senior Bookkeeper II

NOTED:


CONCHITA N. ASTROLOGO, PH.D.
Vocational School Superintendent II

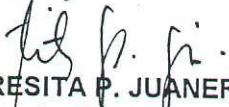
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VISAYAS STATE COLLEGE OF AGRICULTURE
Leyte National College of Agriculture, Science and Technology
Villaba, Leyte

Special Budget Request
Utilization of Income (STF)

PARTICULARS	FUND	PROPOSED EXPENDITURE	AMOUNT	JUSTIFICATION
Tuition Fees Matriculation Fees	164	100-10 - Medical Allowance	P50,511.00	To be utilized as Fringe Benefits (Medical Allowance) of the LNCAST Teachers and Employees for CY 2000.

Prepared by:


TERESITA P. JUANERO
Senior Bookkeeper

Recommending Approval:


CONCHITA N. ASTROLOGO, Ph.D.
Vocational School Supt. II

APPROVED:

PACIENCIA P. MILAN
President



VISAYAS STATE COLLEGE OF AGRICULTURE

Baybay, Leyte
Philippines

CERTIFICATION

This is to certify that the amount of **FOUR MILLION SIX HUNDRED EIGHT THOUSAND EIGHTEEN PESOS & 49/100 (P 4,608,018.49)** was deposited to LBP Checking Account No. 0952-1117-44 representing Special Trust Fund (Fund 164) of the Visayas State College of Agriculture in compliance with COA No. 2000-02.

This certification is being issued on the 17th day of October, 2000 as a requirement for the Board of Trustee's approval on the utilization of College income as of October 16, 2000.


ROBERTA C. LEMOS
Accountant IV

VISAYAS STATE COLLEGE OF AGRICULTURE

Baybay, Leyte

JUSTIFICATIONS FOR USE OF INCOME

ViSCA - Main Campus

Particulars	Amount	Remarks
Maintenance & Other Operating Expenses	3,643,018	The proposed expenditures under MOOE shall take care of the following:
03 Communication Services	20,000	Telephone charges of the Internet Cafe
07 Supplies and Materials	203,018	Part of the amount shall be used for supplies and materials needed during registration/graduation period, conduct of psychological tests/ admission tests and those needed by offices for specific activities such as athletics, library and others.
14 Illumination, Power & Water	1,800,000	ViSCA's MOOE budget for this year was reduced by 21% compared to last year and the most affected was our allocation for illumination. This is one expense which we can not do without especially for instruction and research activities. Power is essential to operate the laboratory and instructional equipment specifically highly sensitive precision equipment
29 Other Services	1,620,000	This amount shall take care of the 50% of the proposed health care allowance of P4,000.00, refund of tuition fees and augmentation

JUSTIFICATIONS FOR USE OF INCOME
ViSCA - Main Campus

Particulars	Amount	Remarks
<i>Capital Outlays</i>		
35 Animal Health Clinic	960,000	<p>The veterinary clinic or hospital is one component of the DVM program. It is through this facility where the clinicians can apply in practice the theoretical knowledge they learn on diagnosis, control and treatment of different animal diseases. This is one requirement the school should comply to have the Veterinary Program be accredited by PRC. Due to limited funds, this amount shall be used for the initial phase of the clinic which shall be situated in one wing of the DASVM building.</p> <p>The amount shall be used to purchase microscopes and other instructional equipment. The existing number of microscopes are not enough for the number of freshmen taking biology courses. The amount shall also cover additional computer units and one (1) unit motorcycle for the Regional Coconut Research Center</p>
36 Equipment Outlay	200,000	
	760,000	
GRAND TOTAL	4,608,018	

Prepared by

Concurred by:


NORMA V. CALA
FMO

PACIENCIA P. MILAN
President



VISAYAS STATE COLLEGE OF AGRICULTURE
Baybay, Leyte, Philippines
Office of the Finance Management Officer

12 October 2000

DR. MANUEL D. PUNZAL

Commissioner, Commission on Higher Education and
Chairman, ViSCA Board of Trustees
DAP Building, Ortigas Ave.,
Pasig City, Metro Manila

Sir:

It has come to the attention of this office that in the course of the travels of the ViSCA President, Dr. Paciencia P. Milan, she incurs expenses above the mandatory expenditures associated with her travel. Upon verification, these expenses are necessary in the course of the discharge of her function as President of this college. It is, therefore, requested from the ViSCA Board of Trustees that the President of this college be allowed to travel on actual expense and/or per diem while on official travel.

Furthermore, this office is also requesting the ViSCA Board of Trustees to exempt the President of the college from paying lodging fees whenever she stays in ViSCA owned facilities in Manila, Cebu and in the main campus.

This request has been made in order to give the Office of the President the honor and prestige it deserves.

Respectfully yours,


NORMA V. CALA
Finance Management Officer



VISAYAS STATE COLLEGE OF AGRICULTURE
Baybay, Leyte

Office of the President

23 October 2000

F O R: VISCA Board of Trustees Members

**R E: Request to Grant Health and Medical Allowance to all ViSCA-Main
Campus Personnel**

In view of the generation of some funds from the Income Generating Projects (IGPs) as well as from and other College Income of the ViSCA-Main Campus, the ViSCA Administration would like to grant its personnel monetary and non-monetary forms of incentives.

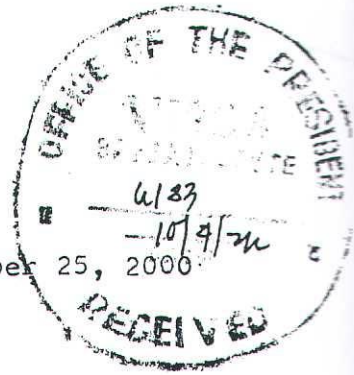
In order to further improve the morale and efficiency of ViSCA-Main Campus personnel, the administration is requesting the ViSCA Board of Trustees to grant Health and Medical Allowance and other forms of incentive to all ViSCA-Main Campus Personnel, in the amount of not more than P4,000.00 per annum, charged to college income, effective January 1, 2000 subject to availability of funds.

Respectfully yours,

PACIENCIA P. MILAN
President

BILIRAN NATIONAL AGRICULTURAL COLLEGE
Biliran, Biliran

September 25, 2000



Dr. Paciencia P. Milan
President
Visayas State College of Agriculture
Baybay, Leyte

Madam:

In behalf of BNAC faculty and employees, I have the honor to submit herewith a copy of the letter, resolution, and MOA which we have sent to Chairperson Ester A. Garcia, CHED Central Office, Pasig City as a copy furnished for VISCA.

VISCA and BNAC have the program compatibility and mutual acceptability since both are agricultural school. Besides sixty percent (60%) of the vocational instructors in BNAC are graduates of VISCA.

Hoping this will merit our intention to be with VISCA.

Very truly yours,

UNIDO N. GAYRAMA, SR.
Actg. VIS-III

M. G. ...

Copy Furnished:

PACIENCIA P. MILAN
President
Visayas State College of Agriculture
Baybay, Leyte

CONTRACT OF USE

KNOW ALL MEN BY THESE PRESENTS:

This contract is executed and entered into this ____th day of October, 2000 at Baybay, Leyte, Philippines, by and between:

The DEPARTMENT OF ENVIRONMENT AND NATURAL RESOURCES, a government agency/instrumentality with principal office at Visayas Avenue, Diliman, Quezon City, duly represented herein by its Regional Executive Director, Region VIII, Tacloban City, RED OSCAR C. DOMINGUEZ, hereinafter referred to as DENR;

-and-

The VISAYAS STATE COLLEGE OF AGRICULTURE, an educational institution of higher learning established under Presidential Decree No. 470 as amended by Presidential Decree No. 700, with principal office at Baybay, Leyte, duly represented by its President, DR. PACIENCIA P. MILAN, hereinafter referred to as VISCA;

WITNESSETH:

WHEREAS, the Memorandum of Agreement entered into by and between Forest Research Institute then under the Ministry of National Resources and the Visayas State College of Agriculture based at VISCA, Baybay, Leyte expired last April 3, 1999;

WHEREAS, with the change of time, the Department of Environment and Natural Resources, NEE Ministry of Natural Resources intends to create CENR offices in every Congressional Districts;

WHEREAS, DENR intends to use all available resources including its building in the field so a Field Office could be created and that a FORI Building located at VISCA compound has been evaluated to still serve the purpose with due permission from the owner of the lot where the edifice is erected;

WHEREAS, this CONTRACT TO USE is hereby entered into by and between the Department of Environment and Natural Resources (DENR) through its Regional Executive Director, RED Oscar C. Dominguez and the Visayas State College of Agriculture (VISCA) through its President, Dr. Paciencia P. Milan upon their mutual consent for twenty (20) years;

WHEREAS, the Department of Environment and Natural Resources - DENR will house and conduct its CENR office activities at the building in close coordination with VISCA through its Department of Forestry;

NOW, THEREFORE, for and in consideration of the above premises, the parties have mutually agreed upon and stipulate the following terms and conditions, thus:

1. That VISCA will allow further use of the former FORI building by DENR to house its CENR Office for the 5th District, Leyte coverage;
2. That DENR shall have the obligation to improve the building and use the same for the intended purpose;

3. That ownership of the building shall automatically transferred to ViSCA in the event that DENR will cease operation and use of the building;
4. That ViSCA will allow DENR to tap electricity from ViSCA with electric meter to be installed by ViSCA and for DENR to its electricity consumption to ViSCA following approved rate electricity;
5. That DENR and its clientele will be allowed by ViSCA to use its access road to the office building;
6. That DENR will provide technical assistance and augment ViSCA effort to protect its Forest Reservation against all illegal forms of activities within;
7. That DENR or CENRO personnel shall conduct themselves appropriately and respect the Civil Service Commission guidelines as well as the rules and regulations of the College while within ViSCA campus.
8. This agreement may be terminated earlier upon mutual consent of both parties.

IN WITNESS WHEREOF, the parties hereby affixed their signatures and date in the year first above given at the bottom of this page and on the entire left margin of all pages of this contract.

OSCAR C. DOMINGUEZ
OIC, Regional Executive Director
DENR Region VIII, Tacloban City

PACIENCIA P. MILAN
President
ViSCA, Baybay, Leyte

Signed in the presence of:

1. _____
CENRO

2. DANIEL M. TUYTUD, JR.
College Secretary
ViSCA

ACKNOWLEDGMENT

REPUBLIC OF THE PHILIPPINES)
PROVINCE OF LEYTE) S.S.
MUNICIPALITY OF _____)

BEFORE ME, this _____th day of October, 2000 at _____, personally appeared DR. PACIENCIA P. MILAN with Comm. Tax Receipt No. 17566159 issued on Jan. 12, 2000 at Baybay, Leyte and RED OSCAR C. DOMINGUEZ, Jr. with Comm. Tax Receipt No. _____ issued on _____ at _____ known to me to be the same persons who executed the foregoing instrument and they acknowledged to me that the same is their free and voluntary act and deed.

This instrument consisting of three (3) pages including this acknowledgement has been signed by the parties and their witnesses and sealed with my notarial seal.

WITNESS MY HAND AND SEAL on the date and place first above written.

Notary Public

Doc. No. _____
Page No. _____
Book No. _____
Series of 2000

DISPERSAL CONTRACT

NOW, THEREFORE, for and in consideration of the foregoing premises and of the covenants herein after set forth, the FIRST PARTY (VISCA) through its KNOW ALL MEN BY THESE PRESENTS: do hereby disperse 20 heads of male goats purchased out of the funds of FARM research project no. RTR 197.137 to This contract made and entered into by and between: conditions to wit:

The VISAYAS STATE COLLEGE OF AGRICULTURE (VISCA), an institution of higher learning established under Pres. Decree No. 470 as amended by Pres. Decree No. 700, with principal office at Baybay, Leyte, duly represented by DR. PACIENCIA P. MILAN, College President, hereinafter referred to as the FIRST PARTY:

-and-

Be it known that I, _____, of legal age, married, Filipino and residing at _____, hereinafter referred to as the SECOND PARTY:

WITNESSETH:

WHEREAS, the Farm and Resource Management Institute (FARM), a unit of VISCA, is tasked to strengthen VISCA's capability to be more responsive in meeting the technological requirements of the small, limited-resource upland farmers:

WHEREAS, the FIRST PARTY, through FARM, is conducting an experiment entitled, "On-farm evaluation of tree-leaf supplementation using Leucaena leucocephala and Gmelina arborea to goats under traditional feeding management":

WHEREAS, part of the experimental methodology is to expose the goats to traditional management that involves a daily routine of tethering, watering and keeping near the house:

WHEREAS, the experiment also requires daily conduct of the tree leaf supplementation practice by the farmer-cooperators, which involve use of labor in gathering and feeding the tree leaves to goats:

WHEREAS, the experiment requires daily labor and inputs by farmer-cooperators, for which the FIRST PARTY is not in a position of providing remuneration in terms of cash with the pretext that such action would significantly influence the degree of care and management; thus, to compensate for the services of the farmer-cooperator and the use of his tethering area and the land planted to either Gmelina arborea or Leucaena leucocephala, ownership of the goats dispersed shall be transferred to the SECOND PARTY after the completion of the research:

WHEREAS, the SECOND PARTY has expressed interest to work with the FIRST PARTY in conducting the experiment and is willing to perform the task of a farmer-cooperator as required of the study:

WHEREAS, the SECOND PARTY possesses all the material requirements of the experiment, which include labor availability, a tethering area and an area planted to either Gmelina arborea or Leucaena leucocephala:

Signed in the presence of:

1. _____

2. _____

REPUBLIC OF THE PHILIPPINES)
PROVINCE OF LEYTE) S.S.
MUNICIPALITY OF BAYBAY)

BEFORE ME, this _____th day of October, 2000 at Baybay, I personally appeared Dr. Paciencia P. Milan with Comm. Tax Receipt 17566159 issued on Jan. 12, 2000 at Baybay, Leyte and Mr. _____ with Comm. Tax Receipt No. _____ issued on _____ at Baybay, Leyte, known to me to be the same persons who executed the foregoing instrument and they acknowledged to me that the same is their free voluntary act and deed.

This instrument consisting of three (3) pages including acknowledgement has been signed by the parties and their witnesses sealed with my notarial seal.

WITNESS MY HAND AND SEAL on the date and place first above written.

Notary Public

Doc. No. _____
Page No. _____
Book No. _____
Series of 2000

October 17, 2000

Dr. Paciencia P. Milan
President
Visayas State College of Agriculture
Baybay, Leyte

Thru: Dr. Corazon B. Batoy
OIC-Director
Office of Student Affairs

Dear Madame:

We the parents, Mr. Dioscoro Bation and Mr. Abundio Ligutan would like to inform you that our attention was called by the Office of Student Affairs (OSA) regarding the case of our children, Gerome Ligutan, BSAGED 4 and Marissa Bation, BSHE 4 who have been living together since last year when Marissa was already 3 months pregnant. A church wedding was already set last May 1999, however, because of Marissa's delivery, the amount intended for the wedding was used for her delivery. At present, they are still living together and Marissa is again carrying her 2nd child by Gerome (she's now 6 months pregnant).

This October 2000, Marissa will be graduating; however, because of her present status, OSA is withholding her clearance for violation of Art. 7 Sec. 1 letter d of the ViSCA Code as provided in the Student Handbook Gerome, on the other hand, is graduating this March, 2001.

In view of the above, we would like to request the following:

1. That Marissa be allowed to graduate this October 2000 and Gerome be held liable; meaning that if a marriage contract cannot be presented on or before March 2001, he will not be allowed to graduate.
2. That Gerome be allowed to enroll this second semester, 2000-2001 on Probationary status pending submission of the above requirement.
3. That in case of failure of the undersigned to comply with the above requirement, the enrolment of Gerome will be considered null and void and that we are willing to accept whatever sanctions will be imposed by this institution in connection with this case.

Madame, being alumni of this College, we are aware of the policies; however, circumstances sometimes happen beyond our control.

We are, therefore, seeking your understanding and kind consideration.

Very truly yours,


DIOSCORO BATION
Father


ABUNDIO LIGUTAN
Father



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

October 18, 2000

Dr. Paciencia P. Milan
President
VISCA
Baybay, Leyte

Dear President Milan:

The attached communication of Secretary Alfredo S. Lim dated September 8, 2000 regarding the complaint of concerned citizens of Tolosa against Dr. Celedonia A. Palafra, et.al., is referred to your office for perusal and appropriate action.

Copies of material documents pertaining this case will be given to you by my Executive Assistant Hernando R. Gomez as soon as we arrive there for the SCUAA and VISCA Board Meeting. Please include this in our BOT Agenda preferably in the President's Report.

My best wishes to the community of VISCA.

Very truly yours,


MANUEL D. PUNZAL, Ph.D.
Commissioner

Ombudsman (Visayas) cases of Dr. Celedonia A. Palaña, et al.:

1. OMB-VIS-CRIM-93-0097

Filed by COA Regional Office on Jan. 4, 1993

Ombudsman Resolution dated Aug. 26, 1993:

"IN VIEW OF ALL THE FOREGOING, it is recommended that the corresponding informations be filed before the Sandiganbayan against Celedonia Palaña, Elvira Sabulao and Gilda Cayanong

Ombudsman Memorandum dated Jan. 18, 1999:

"It is therefore respectfully recommended that in pursuance of the recommendation of GIO Go which is duly approved, administrative docket be opened against Palaña, Sabulao and Cayanong."

2. OMB-VIS-ADM-99-0151

Ombudsman Order for respondents to answer dated March 17, 1999



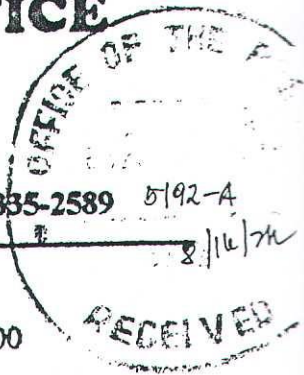
CAYUNDA-GUINOCOR LAW OFFICE

58 A. Bonifacio St
Baybay, Leyte

Office No.: (053) 563-9557

Residence No.: (053) 335-2589 5192-A

14 August 2000



DR. PACIENCIA P. MILAN
President
Visayas State College of Agriculture
ViSCA, Baybay, Leyte

Dear Madam President:

I have learned from a reliable source that you are in need of a legal counsel.

As a former member of the faculty of the Visayas State College of Agriculture I am applying and offering my services as legal counsel of your institution.

However, as I am at present a private practitioner, a notary public and a trial lawyer I cannot afford to be in ViSCA eight (8) hours a day from Monday to Friday. What I can only offer is to be in ViSCA either, every Thursday and Friday of the week or every 3-5 p.m. from Monday to Friday or a flexible and on call basis whatever is most convenient for ViSCA.

I will be willing to come for an interview at your most convenient time.

Thank you very much.

Very respectfully yours,

Gloriosa Cayunda Guinocor
ATTY. GLORIOSA M. CAYUNDA GUINOCOR

BIODATA AND CURRICULUM VITAE

- 1. Name : PABLO BARRANTES PEDRERA**
- 2. Place and Date of Birth: Tacloban City, May 11, 1950**
- 3. Parents : PABLO PEDRERA (Deceased)
PETRA BARRANTES (Deceased)**
- 4. Civil Status : Married**
- 5. Name of Spouse : LETECIA GRANADA PEDRERA of Camotes, Cebu**
- 6. Children : MARIA JEHAN, JOHN PAUL ZENOLLITO,
ANNA LOUBNA, GAY ANNE, MAYA PORTIA,
KEN AND KENNETH**
- 7. Residence : ALANGALANG, LEYTE**
- 8. Present Position : VOCATIONAL INSTRUCTION SUPERVISOR I AND
OFFICER-IN-CHARGE, LEYTE STATE SCHOOL OF
AGRIUCULTURE, ALANGALANG, LEYTE**
- 9. Educational Attainment And Schools Attended:**
 - a. Elementary: ALANGALANG ELEMENTARY SCHOOL**
 - b. Secondary : ALANGALANG HIGH SCHOOL**
 - c. College : DIVINE WORD UNIVERSITY – Bachelor of Arts**
 - d. Graduate : LEYTE INSTITUTE OF TECHNOLOGY – MA units
BAGUIO VACATION NORMAL SCHOOL – MA units
UNIVERSITY OF THE VISAYAS - MAED**
- 10. Civil Service Examinations Passed:**
 - CAREER SERVICE PROFESSIONAL
TEACHER'S EXAMINATION**

11. *Employment in the Government Service:*

**GUARD, ALANGALANG AGRO-INDUSTRIAL
SCHOOL, 1972-1974
SECONDARY SCHOOL TEACHER - AAIS,
1974-1980
SECONDARY SCHOOL HEAD TEACHER - AAIS,
1980-1989
HEAD TEACHER III - AAIS, 1989-1999
OFFICER-IN-CHARGE - LSSA,
February 2, 1999 to date
VOCATIONAL INSTRUCTION SUPERVISOR -
LSSA, June 7, 1999 to date**

12. *Membership in Organizations:*

**PHILIPPINE ASSOCIATION OF SCHOOL
SECURITY ORGANIZATIONS
PHILIPPINE ASSOCIATION OF SECONDARY
SCHOOL ADMINISTRATORS
PHILIPPINE ASSOCIATION OF VOCATIONAL
EDUCATION
BOY SCOUTS OF THE PHILIPPINES
KNIGHTS OF COLUMBUS
4-H CLUB
DWU ALUMNI ASSOCIATION
ANHS ALUMNI ASSOCIATION
VISAYANIAN
PHILIPPINE ASSOCIATION OF GRADUATE
EDUCATION
ALANGALANG DISTRICT ELECTRIFICATION
COMMITTEE
ALANGALANG MAINUSWAGON VILLAGE
ASSOCIATION, INC.
P. BARRANTES IRRIGATORS ASSOCIATION
VIRGO MULTI-PURPOSE COOPERATIVE
ALANGALANG LAY MINSTERS ASSOCIATION
MOST HOLY TRINITY PARISH PASTORAL
COUNCIL
PEOPLES LAW ENFORCEMENT BOARD,
Alangalang**

13. *Elected:*

**PRESIDENT, Alangalang Mainuswagon Village
Association, INC.
PRESIDENT, Alangalang Lay Ministers
Association, 1999- date**

**VICE-CHAIRMAN, Most Holy Trinity Parish
Pastoral Council, 1999- date**

14. Awards & Recognition:

**REGIONAL AWARD, YCAP COORDINATOR, 1982
7TH MECS REGION VIII ANNIVERSARY
SILVER SERVICE MEDAL AWARD, BSP
BRONZE SERVICE MEDAL AWARD, BSP
CERTIFICATE OF MERIT AS SECONDARY
SCHOOL TEACHER
LOCAL GOVERNMENT MERIT AWARD, 1993
CERTIFICATE OF MERIT FOR EXCELLENT AND
DISTINCTIVE PERFORMANCE OF DUTIES
AS HEAD TEACHER, 1985
CERTIFICATE OF RECOGNITION FOR
OUTSTANDING SERVICE TO THE
DEVELOPMENT AND PROMOTION OF
SCOUTING, 1985
CERTIFICATE OF RECOGNITION FOR LOYALTY,
DEDICATION, AND DEVOTION TO
SERVICE AS HEAD TEACHER, 1985
CERTIFICATE OF APPRECIATION, DECS REGION
VIII, 1990
CERTIFICATE OF APPRECIATION, ALANGALANG
"TRINITY" JAYCEES, 1989
LOYALTY AWARD FOR SUSTAINED DEDICATION
AND SERVICE AS FACULTY MEMBER OF
LSSA, 1996
CERTIFICATE OF RECOGNITION FOR
PIONEERING SERVICE AT ALANGALANG
AGRO-INDUSTRIAL SCHOOL NOW LSSA,
1996**


PABLO B. PEDRERA



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

CHED SPECIAL ORDER (CSO)

No. 107

Series of 1999

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

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

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

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

Pasig City, Philippines, February 8, 1999


ANGEL C. ALCALA
Chairman


MONA D. VALISNO
Commissioner


KATE C. BOTENGAN
Commissioner


ESTER A. GARCIA
Commissioner


ROBERTO N. PADUA
Commissioner

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

CHED SPECIAL ORDER

No. 722

Series of 1998

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

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

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

Pasig City, Philippines, October 19, 1998


ANGEL C. ALCALA
Chairman


MONA D. VALISNO
Commissioner


KATE C. BOTENGAN
Commissioner


ESTER A. GARCIA
Commissioner


ROBERTO N. PADUA
Commissioner

Visayas State College of Agriculture
LEYTE STATE SCHOOL OF AGRICULTURE
Alangalang, Leyte

9/74
4550000

SCHOLARSHIP, TRAININGS, SEMINARS, & CONFERENCES ATTENDED

SCHOLARSHIP, TRAININGS, SEMINARS, & CONFERENCES	DATE	AGENCY
Scholarship		
Graduate Program In Education	June 1985- May 1986	LIT-MECS-AAIS Faculty Dev Prog
Summer Youth Leadership Institute On Youth Volunteer Management	May 5-30, 1980	DECS
Summer Institute On Youth Volunteer Management For YCAP Coordinators	May 1-28, 1978	MECS
Trainings, Seminars, Conferences		
Ten Year Institutional Planning & Review	January 27-28, 2000	VISCA
Conference Workshop Of Member Institutions Under The VISCA System	November 1999	VISCA
17 th National Congress Of Secondary School Administrators	April 28 – May 1, 1997	DECS
Seminar Workshop On Understanding Local Culture For Sustainable Development	November 28-30, 1996	NCCA & Runggiyan Social Dev Found
Consultative Conference On SPES	March 18, 1996	DECS/DOLE/CHED
Regional Echo-Convention On Campus Security Management	February 4-5, 1995	DECS
First Regional Conference On Leyte-Samar Water Environment & Culture	December 1-2, 1995	Leyte Samar Heritage Studies UP Tacloban
Training Workshop On The Integration Of Ecological Concepts & Issues In The High School Curricula	May 26-28, 1994	VISCA-GTZ-UP ISMED
Seminar Workshop On The Teaching Of Social Science Across Levels	July 31 – Aug 1, 1993	UP-UEP-DECS
Trainors Training Seminar Workshop On The Pedagogy Of Human Rights	June 5-6, 1993	DECS-CHR
Special Regional Echo-Training Course On Clinical Supervision For Greater Learning Effectiveness In Technical Vocational Education	July 27-29, 1992	DECS
Instructional Leadership Training For SSHT	December 15-18, 1990	DECS
Training & Development Program	Aug 27 – Sept 4, 1990	CSC
Labor Education & Development Program	May 28-30, 1990	CSC
Seminar Workshop On Upgrading Quality Education In Secondary Schools	March 8-9, 1990	DECS
1. Dedicated & Exemplary Commitment To Service	October 11-13, 1989	CSC
2. Upgrading Competencies Of SSHT On SEDP Implementation	September 18-22, 1989	DECS
1. First National Convention On Campus Security Management	May 2-6, 1989	DECS-MASSO
2. Training Development Program I	April 21-26, 1989	CSC
3. National Conference On Technical Vocational Education	November 16-18, 1988	DECS
4. 2 nd Pre-Retirement Counseling	Sept 19-22, 1988	CSC
5. Seminar Workshop On The Latest Procedures Of The Merit Systems And Protection Board	June 29 – July 1, 1987	CSC
6. National Conference On Technical Vocational	November 18-20 1986	MECS

Education		
27. Conference Workshop On School Supervision	December 12-14, 1984	MECS
28. Property Inspection Seminar	Feb 28- March 1, 1983	COA
29. Reorientation Seminar Of School Officials & Civil Security Officers	February 9-11, 1983	MECS-NISA
30. Division Seminar Workshop Of District Performance Evaluating Team	February 2-4, 1983	MECS
31. Budget Workshop	January 5-8, 1982	MECS
32. Vocational Educators Congress	October 25-29, 1982	MECS
33. Regional KKK-YCAP Workshop Conference	July 27-29, 1982	MECS
34. Cat 1 Commandants & Instructors Course	August 22-27, 1982	MECS
35. Regional Seminar-Workshop In Work-Oriented Education For In-School & Out-School Youth	September 1-3, 1982	MECS
36. Farmer Leaders Training	August 28-30, 1981	MECS
37. Regional Training Workshop On The Evaluation Of The Implementation Of The RSEP And Its Improvement	August 3-8, 1981	MECS
38. Executive Educational Congress	July 6-7, 1981	MECS
39. 20 th Annual PAVE Convention	May 26-28, 1981	MECS
40. First E.V. Research & Statistical Convention	March 18, 1981	MECS
41. Regional Echo-Seminar On The Integration Of Non-Conventional Energy In The Curriculum For Secondary Schools	March 9-11, 1981	MECS
42. Regional Workshop On The Use Of Filipino In Social Studies, YDT, & CAT	October 27-28, 1980	MECS
43. CAT 1 Commandants Conference Workshop	December 18-20, 1978	MECS
44. Regional Training In Population Education	August 21-25, 1978	MECS
45. Regional YCAP Consultative Conference	April 25-26, 1978	MECS
46. CAT 1 Commandants Seminar Course	December 13-15, 1977	MECS
47. Specialist Training Course On Agrarian Reform	October 24, 1977	MECS-MAR
48. BKK First Leadership Institute	December 5-18, 1976	CSC
49. Regional Seminar Workshop on the Revitalized YCAP	June 14-19, 1976	MECS
50. Population Education Training Course	March 1-5, 1976	MECS
51. Security Officers Seminar	February 21-23, 1976	MECS-NISA
52. Seminar Workshop On Rural Electrification For DEC	December 5-7, 1975	NEA
53. 6 th Eastern Visayas Regional Jamborette	November 26-December 1, 1975	BSP


PABLO B. PEDRERA

VISAYAS STATE COLLEGE OF AGRICULTURE
Baybay, Leyte

APPOINTMENT OF REGULAR EMPLOYEE
FOR ROT CONFIRMATION

Name	Position	Office	DATE
ABIT, Delseras R.	Medical Officer III	Infirmary	10/23/2000

Submitted by:



MYRNA M. AVILA
GIC Director, HENDU
(101200)

Noted:

PACIENCIA P. MILAN
President

ACTION MEMORANDUM

**I. TITLE: Request to Increase Loyalty Award from P100.00 to P300.00
Per year of service.**

II. INFORMATION:

The recommendation was endorsed by the HRMDO pursuant to the CHED Memorandum Circular No. 17, 2. 1999 to increase . loyalty cash award.

III. ACTION REQUIRED

Approval of the BOT on the request.

IV. PROPOSED RESOLUTION

Board Resolution No. __, s. 2000

Approving the recommendation to increase the loyalty award to P300 per year of service subject to availability of funds and existing auditing rules.

Board Action: APPROVED

Date: 25 October 2000

VISAYAS STATE COLLEGE OF AGRICULTURE
Baybay, Leyte

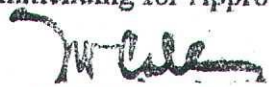
INCREASE OF LOYALTY AWARD

FOR BOT CONFIRMATION

Civil Service Commission (CSC) Memorandum Circular No. 17, S. 1999 provides for an increase of loyalty award from P100.00 to P300.00 per year of service. Pursuant to the circular, the Visayas State College of Agriculture proposes to amend the amount of loyalty cash award to its employees as follows:

<u>No. of Years in Service</u>	<u>Proposed</u> <u>Cash Award</u> <u>Per year of Service</u>	<u>Existing</u> <u>Per year of service</u>
10	P 300	P 200
15-20	450	300
25 and above	600	400

Recommending for Approval:


NORMA V. CALA
Financial Mgt Officer II


ROBERTA C. LEMOS
Accountant IV


MYRNA M. AVILA
OIC Director, HRMDO

APPROVED:

PACIENCIA P. MILAN
President



MC No. 16, s. 1999

MEMORANDUM CIRCULAR

To : ALL HEADS OF DEPARTMENTS, BUREAUS, AND AGENCIES OF THE NATIONAL AND LOCAL GOVERNMENTS INCLUDING GOVERNMENT-OWNED AND CONTROLLED CORPORATIONS AND STATE UNIVERSITIES AND COLLEGES

Subject : Policy on Enhancing Competencies of Professionals in the Government Service

ARCHIVED

ARCHIVED

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ARCHIVED

August 27, 1999.



MC No. 17, s. 1999

MEMORANDUM CIRCULAR

To : ALL HEADS OF DEPARTMENTS, BUREAUS, AND AGENCIES OF THE NATIONAL AND LOCAL GOVERNMENTS, INCLUDING GOVERNMENT-OWNED AND/OR CONTROLLED CORPORATIONS WITH ORIGINAL CHARTERS, AND STATE UNIVERSITIES AND COLLEGES

Subject : Increase in Loyalty Cash Award

Section 7(e) Rule X of the Omnibus Rules Implementing Book V of EO 292 provides for the grant of incentive awards, which include among others the loyalty award which shall not be less than P100.00 per year of service chargeable to the savings of the agency.

In order to promote morale, efficiency, integrity, responsiveness, and courtesy in the civil service, and to strengthen the merit and reward system, the Commission resolved to increase the loyalty cash award from P100.00 to P300.00 per year of service to all government officials and employees who will complete at least ten (10) and quintuple years of continuous and satisfactory service effective July 1, 1999.

Corazon Almira G. de Leon
CORAZON ALMIRA G. DE LEON
Chairman

September 6, 1999.

VISAYAS STATE COLLEGE OF AGRICULTURE
Baybay, Leyte

23 October 2000

THE HONORABLE
MEMBERS OF THE VISCA BOARD OF TRUSTEES

Gentlemen:

Respectfully forwarded to the ViSCA Board of Trustees, through the College/Board Secretary, recommending approval to the request of Dr. Rebecca M. Santiago, Director, RCRC, to purchase one (1) unit motorcycle for RCRC charged against Use of Income in the amount of P50,000.00.

Very truly yours,

PACIENCIA P. MILAN
President

*which
Sec. ref* *Solomon
Bul. 1/72*

EXCERPT FROM THE MINUTES OF THE FINANCE COMMITTEE
MEETING HELD ON OCTOBER 4, 2000 AT 8:30 A.M.,
OVPA CONFERENCE ROOM

SUBJECT: Request of Dr. Rebecca M. Santiago to purchase a brand Honda Dream Motorcycle which was forwarded to DBM chargeable RCRC Trust fund (8 84-900-14.1) in the amount of P50,000. but was returned by DBM requesting additional documents.

ACTION: The amount is not under the jurisdiction of the committee. order to facilitate the needed requirement by DBM, RCRC requested to deposit the amount under Fund 164 so t approval from the ViSCA Board of Trustees can be secur Also, all the other documents will be facilitated.

Certified Correct:



LOURDES B. CANO
Secretary
Finance Committee

VISAYAS STATE COLLEGE OF AGRICULTURE

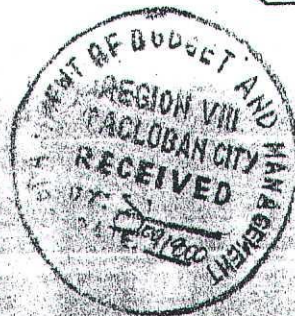
Baybay, Leyte, Philippines

Office of the President



14 September 2000

Dir. Manuel I. Bernal
Regional Director
Department of Budget and Management
Regional Office No. 8
Tacloban City



DOT-950-4678

Dear Director Bernal:

This is to request authority to purchase one Motorcycle, Honda Dream costing FIFTY THOUSAND PESOS (P50,000.00), more or less. Said motorcycle will be used by the Regional Coconut Research Center of this college in monitoring research activities on coconuts whose research area covers up to Brgy. Hilapnitan in the north, 7 kilometers away from VISCA campus and Brgy. Patag in the south which is 1 kilometer away. At present, the center in monitoring research activities uses only a Willy's type jeep which has a higher maintenance cost especially with the increased cost of fuel, lubricant, spare parts and tires. Thus, there is an urgent need for an alternative means of transportation for the center, hence, this request.

The fund which will be used to buy this motorcycle shall come from the trust account of the center (income from coconuts and its research by-product).

Hoping for your favorable action to this request.

Very truly yours,


PACIENCIA F. MILAN
President



Tel./Fax No. : (053) 335-2601
Email : opvisca@mozcom.com

Manila Office:
8 Lourdes St., Pasay City
Tel. No. : (02) 521-2027
Fax No. : (02) 525-6849

Cebu Office:
497-E Molave St., Cebu City
Tel. No. : (032) 232-8077/78

VISAYAS STATE COLLEGE OF AGRICULTURE
Baybay, Leyte

23 October 2000

THE HONORABLE
MEMBERS OF THE VISCA BOARD OF TRUSTEES

Gentlemen:

Respectfully forwarded to the ViSCA Board of Trustees, through the College/Board Secretary, recommending approval to award the completion of the replacement of the College Library Roofing to FDR Construction in the amount of P382,104.63. The bid proposal of said contractor is the lowest and most advantageous to the government, hence, this recommendation. In the event said contractor will waive his right, it is further recommended that the award be automatically given to the second lowest bidder, Jacinto Marketing Corporation, in the amount of P388,161.50.

Very truly yours,

PACIENCIA P. MILAN
President

Handwritten signatures and initials

VISAYAS STATE COLLEGE OF AGRICULTURE
Baybay, Leyte

October 19, 2000

MEMORANDUM:

FOR: The College President
ViSCA, Baybay, Leyte


RE: Recommendation to Award the Completion of the Replacement of V
Library Roofing to FDR Construction

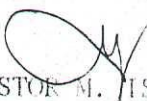
The Prequalification Bids and Awards Committee (PBAC) conducted opening of sealed bids for the Completion of the Replacement of Lib Roofing today, October 19, 2000, at the Conference Room of the Office of the Vice President for Administration.

The following prequalified contractors submitted their proposals:

- | | |
|----------------------------|-------------|
| a) DS Family Enterprises | P455,760.00 |
| b) Lake City Builders | 422,500.00 |
| c) FDR Construction | 382,104.63 |
| d) Jacinto Marketing Corp. | 388,161.50 |

In view of the foregoing, the members of the PBAC unanimously recommend to award the Completion of the Replacement of Library Roofing to FDR Construction in the amount of P382,104.63, their offer being the lowest responsive bid and most advantageous to the government. I further recommend that in the event the lowest bidder will waive right, the award be automatically given to the second lowest bidder.

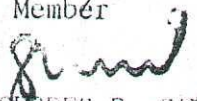

REBECCO M. SANTIAGO
Member


NESTOR M. ISRAEL
Member


JUSTIMIANO L. SERO
Member


AUGUSTO T. FERNANDEZ
Member


MARGARITO C. ESCALANTE
Member


LOURDES B. CANO
Executive Officer/Secretary


NERELITO PASCUAL
Chairman

ABSTRACT OF PROPOSALS

DATE OCTOBER 19, 2000

BID. NO.

Opened on

DATE 02/02/2011 BY 0000
 food/furnishing/supplies/chemicals/construction materials/spare parts/services for the Visayas State College of Agriculture, Leyte
 Completion of Replacement of VISCA Library Roofing, VISCA, Baybay, Leyte

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

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

COMMITTEE ON BIDS AND AWARDS NO. 1:

DR. NERELITO P. PASCUAL

Chairman

Members:

DR. JUSTINIANO SEROY

0-0

DR. REBECCO SANTIAGO

ENGR. NESTOR TSP. ET.

ENGR. AUGUSTO FERNANDEZ,
MANAGING MEMBER

DR. MARGARTO ESCALANTE

TOURISTES R. CANO

ATTESTED:

Adonwoti
EQUA Representative