

VISAYAS STATE COLLEGE OF AGRICULTURE  
Baybay, Leyte

APPROVED.

MINUTES OF THE 44th (REGULAR) MEETING OF THE VISCA BOARD  
OF TRUSTEES HELD ON DECEMBER 16, 1981, AT THE  
PASUC CONFERENCE ROOM, MEC, METRO MANILA

DECISIONS/AGREEMENTS MADE BY THE BOARD OF TRUSTEES



<u>ITEMS</u>	<u>PAGE</u>
1. <u>RESOLUTION NO. 73, s. 1981</u>	
Approving in toto the operating budget, plans, programs, projects and activities for the Fiscal Year 1982,	3
2. <u>RESOLUTION NO. 74, s. 1981</u>	
Approving in toto the Development Plan of VISCA for the Fiscal Year 1982 (Appendix B).	3
3. <u>RESOLUTION NO. 75, s. 1981</u>	
Approving the graduation of the thirty (30) candidates for graduation as of the First Semester, SY 1981-1982 ...	4
4. <u>RESOLUTION NO. 76, s. 1981</u>	
Approving the registration fee for the completion of thesis (graduate or undergraduate) as recommended ...	4
5. <u>RESOLUTION NO. 77-A, s. 1981</u>	
Confirming the temporary appointment of the following personnel: (Appendix B)	
1. Mr. Dioscoro C. Managlanag as Utilityman at P5,382.00 p.a., effective December 1, 1981; 2. Mr. Filadelfo S. Ilax as a ... 3. x x x x x x x x x x x x x x x	5
6. <u>RESOLUTION NO. 77-B, s. 1981</u>	
Confirming the permanent appointment of the following personnel:	
1. Mr. Panfilo D. Estrella as Senior Automotive Serviceman effective November 1, 1981; and 2. Mr. Alfredo R. Florendo as Forest Guard ...	6



7. RESOLUTION NO. 78-A, s. 1981

Approving the service fee of ₱1,500.00 per term of six months per foreign trainee, payable upon registration, ...

6

8. RESOLUTION NO. 78-B, s. 1981

Approving the proposal to charge an Alien fee of ₱1,500.00 per school term per foreign student (or in accordance with the general guidelines) in addition to the regular charges related to registration, ...

7

9. RESOLUTION NO. 79, s. 1981

Approving the recommendation to allow the academic and administrative personnel to render overtime work during the month of December 1981 and early part of January 1982, ...

7

10. RESOLUTION NO. 80-A, s. 1981

Approving the proposal to start implementing the approved reclassification/upgrading of the VISCA academic personnel in accordance with Board Resolution No. 41, s. 1981, ...

8

11. RESOLUTION NO. 80-B, s. 1981

Deferring action on the proposed reclassification/upgrading of the academic personnel particularly Nos. 1 and 5-16, Appendix I, pending review of the Academic Personnel Board; and  
Approving the reclassification/upgrading of the academic personnel, particularly Nos. 2, 3 & 4, Appendix I, ...

8

12. RESOLUTION NO. 81, s. 1981

Approving the recommendation to allow the College to participate in an athletic competition with UP Tacloban and approving the budget for the purpose ...

9

-----oooo0000oooo-----



APPROVED  
MINUTES OF THE 44th (REGULAR) MEETING OF THE VISCA BOARD  
OF TRUSTEES HELD ON DECEMBER 16, 1981, AT THE  
PASUC CONFERENCE ROOM, MEC, METRO MANILA

Present:

Hon. Abraham I. Felipe Presiding Officer  
Deputy Minister of Education and Culture  
(Represented Minister O. D. Corpuz, Chairman)

Hon. F. A. Bernardo Vice Chairman  
President, Visayas State College of Agriculture  
Baybay, Leyte

Mr. Remigio Mercado Representative  
Stock Economist, NEDA  
(Represented Dr. Jose M. Lawas)

Others Present:

Prof. Andres F. Duatin Secretary  
College Secretary, VISCA

Mr. John S. Imlan Representative  
Executive Assistant  
PASUC

Dr. Leonardo L. Manalo Invited  
Assistant to the College President

Preliminaries:

A) Approval of the Proposed Agenda:

The agenda were approved as presented.

B) Report of the College President:

1. PCARR Released ₱720,000.00 for Experimental Farm Development

PCARR recently released to VISCA ₱720,00.00 for the  
development of the VISCA experimental farm, particularly the  
construction of irrigation and drainage canals, perimeter fence  
and a bridge.

2. Training Course on Root Crops Germplasm Evaluation and  
Utilization



"A three-week training course on root and tuber crops germplasm evaluation and utilization attended by some twenty five delegates from ten Southeast Asian and Pacific countries, including the Philippines, is being concluded in ViSCA," reported Pres. Bernardo.

### 3. Year-End Bonus

"The ViSCA faculty and other employees this December shall receive their year-end bonus equivalent to one-week pay, in accordance with the provision of the National Budget Circular (NBC) No. 354," Pres. Bernardo reported.

### Ratification of the Minutes of the Previous Meeting:

The minutes of the previous meeting of the Board were ratified/ approved as is.

### Matters Arising from the Approved Minutes:

#### A. Increased Academic Load of College Students

Deputy Minister Felipe inquired about the rationale for increasing the academic study load of the ViSCA college students. Pres. Bernardo informed the Board that the students themselves requested that they (graduating or non-graduating) be allowed to carry a maximum of 24 academic units. The request was deliberated upon by the Academic Council and subsequently approved it under certain conditions.

Apparently convinced that the increase of academic load of college students is timely, the Education minister mulled over the idea of making a study about the possibility of accelerating college education in the Philippines.

For Approval/Confirmation/Ratification:



A. Administrative Matters:

1. Operating Budget, Plans, Programs, Projects and Activities  
for the In-coming Year, 1982.

The operating budget, plans, programs, projects and activities for the incoming year 1982 with an appropriation of ₱12,962,000.00 for capital outly (CO) and ₱23,941,000.00 for current operating expenditures (COE) under the general fund plus ₱1,235,000.00, under the special fund, were presented for Board action.

On motion duly seconded, the Board passed:

RESOLUTION NO. 73, s. 1981

Approving in toto the operating budget, plans, programs, projects and activities for the Fiscal Year 1982, (Appendix A).

Approved

2. Annual Development Plan 1982

The annual development plan for 1982 includes the various projects and activities under the different programs of the college in instruction, research, extension, support services, and physical facilities development. This development plan has been considered and the corresponding funding was included in the budget for the incoming year 1982.

On motion duly seconded, the Board passed:

RESOLUTION NO. 74, s1 1981

Approving in toto the Development Plan of VISCA for the Fiscal Year 1982 (Appendix B).

Approved



II. Academic Matters:

1. Candidates for Graduation as of the First Semester, SY 1981-1982

The candidates for graduation as of the first semester, SY 1981-1982 are distributed as follows:

BSA.....	13
BSADE .....	6
BSAB .....	2
BAS .....	7
BSF .....	2
T o t a l	<u>30</u>

The Board passed:

RESOLUTION NO. 75, s. 1981

Approving the graduation of the thirty (30) candidates for graduation as of the First Semester, SY 1981-1982 (Appendix C), subject to the submission of the final clearance and attendance at the commencement exercises.

Approved

2. Proposed Registration Fee for Completion of Thesis

A proposal recommended that a registration fee of P20.00 per school term be charged for thesis enrolled for completion (Appendix D).

The Board passed:

RESOLUTION NO. 76, s. 1981

Approving the registration fee for the completion of thesis (graduate or undergraduate) as recommended (Appendix D).

Approved

3. Appointment of Personnel

a. Some 17 new appointments were presented for confirmation



(Appendix E). These appointments passed the screening and promotion board of the College.

The Board passed the following resolutions:

RESOLUTION NO. 77-A, s. 1981

Confirming the temporary appointment of the following personnel: (Appendix E)

1. Mr. Dioscoro C. Managbanag as a Utilityman at ₱5,382.00 p.a., effective December 1, 1981;
2. Mr. Filadelfo S. Llano as a Utilityman at ₱5,382.00 p.a., effective December 1, 1981;
3. Mr. Roberto M. Baledio as a Utilityman at ₱5,382.00 p.a., effective December 1, 1981;
4. Mr. Armando P. Albarico as Shop Electrician at ₱5,928.00 p.a., effective December 1, 1981;
5. Mr. Jose Rizaldy F. Bacusmo as a Laboratory Aide at ₱5,382.00 p.a., effective December 1, 1981;
6. Mr. Manuel E. Valenzona as a Utilityman at ₱5,382.00 p.a., effective December 1, 1981;
7. Mr. Fernando T. Abocejo as a Utilityman at ₱5,382.00 p.a., effective December 1, 1981;
8. Ms. Helen S. Bandala as Chemical Laboratory Technician at ₱5,382.00 p.a., effective December 1, 1981;
9. Mr. Carlito N. Silao as a Utilityman at ₱5,382.00 p.a., effective December 1, 1981;
10. Mr. Jaime B. Berondo as a Utilityman at ₱5,382.00 p.a., effective December 1, 1981;
11. Mr. Alberto P. Bagarinao as a Utilityman at ₱5,382.00 p.a., effective December 1, 1981;
12. Ms. Archil Lorelei H. Bacarezza as Information Editor at ₱9,288.00 p.a., effective December 16, 1981;
13. Mr. Prospero P. Bagarinao as a Utilityman at ₱5,382.00 p.a., effective December 1, 1981;
14. Mr. Apolonio M. Encierto as an Electrical Engineer at ₱13,824.00 p.a., effective December 1, 1981;
15. Mr. Peter B. Belarmino as a Utilityman at ₱5,382.00 p.a., effective December 1, 1981;
16. Mr. Raul F. Valenzona as a Utilityman at ₱5,382.00 p.a., effective December 1, 1981; and
17. Mr. Jose Lito R. Jaime as a Utilityman at ₱5,382.00 p.a., effective December 1, 1981.

The above appointments shall take effect as recommended by the screening and promotion board and approved by the College President.

Approved



b. Two members of the VISCA staff were recommended for permanent appointments (Appendix E).

The Board passed:

RESOLUTION NO. 77-B, s. 1981

Confirming the permanent appointment of the following personnel:

1. Mr. Panfilo D. Estrenos as Senior Automotive Serviceman effective November 1, 1981; and
2. Mr. Alfredo R. Florendo as Forest Guard effective December 1, 1981.

The above appointments shall take effect as specified (Appendix E).

Approved

Other Matters:

A. Proposed Service Fee for Foreign Students

It was proposed that foreign students who come to VISCA to study/train (other than earn a degree) in a special training, field practice or practicum, research work, and the like shall be charged a service fee of ₱100.00 each per month.

Min. Felipe reminded Pres. Bernardo that the MRC has set guidelines regarding special charges to foreign students for education in the Philippines. On motion duly seconded, the Board passed the following resolutions:

RESOLUTION NO. 78-A, s. 1981

Approving the service fee of ₱1,500.00 per term of six months per foreign trainee, payable upon registration, (Appendix F) effective the Fiscal Year 1982, subject to existing rules on foreign students.

Approved



RESOLUTION NO. 78-B, s. 1981

Approving the proposal to charge an Alien fee of P1,500.00 per school term per foreign student (or in accordance with the general guidelines) in addition to the regular charges related to registration, including other fees usually paid by other college students, effective not later than the First Sem., SY 1982-1983 (Appendix F).

Approved

B. Proposed "Overtime Work"

It was recommended that the academic and administrative personnel of the College be allowed to render overtime work during the month of December 1981 and early part of January 1982, to finish pending jobs such as course syllabi, year-end reports, research proposals, budget plans, programs, projects for 1983-84, etc., not to exceed one half month for regular employees, 14 days for casuals, and one week for the laborers under the Capital Outlay projects.

After some clarifying questions and suggestions, the Board passed:

RESOLUTION NO. 79, s. 1981

Approving the recommendation to allow the academic and administrative personnel to render overtime work during the month of December 1981 and early part of January 1982, to finish urgent assignments such as budget plans, programs and projects for 1983-84, and pending jobs such as course syllabi, year-end reports, research proposals, etc., not to exceed one-half month for regular employees, 14 days for casuals and one week for laborers under the Capital Outlay projects, subject to the approved guidelines (Appendix G).

Approved

C. Reclassification of Academic Personnel

The reclassification of the VISCA academic personnel could not be implemented in 1981 as approved by the Board because of some



budgetary restrictions so it was proposed that the said reclassification be implemented not later than January 1, 1981.

On motion duly seconded, the Board passed the following resolutions:

RESOLUTION NO. 80-A, s. 1981

Approving the proposal to start implementing the approved reclassification/upgrading of the VISCA academic personnel in accordance with Board Resolution No. 41, s. 1981, and allowing the use of the amount set aside for the purpose, effective January 1, 1982, subject to the provisions of National Budget Circular No. 308, (Appendix H).

Approved

RESOLUTION NO. 80-B, s. 1981

Deferring action on the proposed reclassification/upgrading of the academic personnel particularly Nos. 1 and 5-18, Appendix I, pending review of the Academic Personnel Board; and

Approving the reclassification/upgrading of the academic personnel, particularly Nos. 2, 3 & 4, Appendix I, as follows:

x x x

2. Carcallas, Casimiro D., Ph. D. in Agronomy, from Research Specialist IV to Associate Professor I;

3. Seroy, Justiniano L., Ph. D. in Humanities, from Assistant Prof. II to Associate Professor I; and

4. Rosas, Oscar B., Ph. D. in Animal Science, from Assistant Professor I to Assistant Professor IV.

As recommended, this reclassification/upgrading of academic personnel shall take effect not earlier than January 1, 1982, subject to usual appointment requirements.

Approved

D. Proposed UP-VISCA Dual Meet

A proposal was presented recommending that the College be allowed to participate in an athletic competition sometime in 1982 with the



UP college at Tacloban City. It was also recommended that the expenses  
relative to the meet amounting to ₱22,500.00 be allocated charged  
to the athletic fund of the College.

On motion duly seconded, the Board passed:

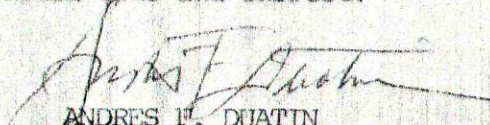
RESOLUTION NO. 81, s. 1981

Approving the recommendation to allow the College  
to participate in an athletic competition with UP Tacloban  
and approving the budget for the purpose amounting to  
₱22,500.00 for uniforms and meal allowance, snacks and  
other incidental expenses, subject to COA rules (Appendix  
J).

APPROVED

There being no other matter to be discussed, the presiding  
officer adjourned the meeting at 2:32 p.m.

Certified True and Correct:

  
ANDRES I. DUATIN  
Secretary

Attested:

(SGD.) HON. ABRAHAM I. FELIPE  
Presiding Officer

Approved as corrected:

March 17, 1982



PROJECT 1.1			
	Advanced Education	Increase	
	1981	1982	(Decrease)
PERSONAL SERVICES			
Total Salaries - Permanent	85	94	9
Wages	-	7	7
Student Laborers	19	25	6
Salary of Substitute Teachers/Instructors	35	48	13
Honoraria	40	45	5
Merit Increase	-	-	-
Faculty Development	-	-	-
Cost of Living Allowance	13	8	( 5 )
Salary Adjustment Fund	-	4	4
Lumpsum Subject to Special Budget	-	-	-
Representation/Transportation Allowance	-	-	-
Net Salaries and Wages	192	231	39
Fixed Expenditures	8	8	-
Total Personal Services	200	239	39
MAINTENANCE & OTHER OPERATING EXPENSES			
Traveling Expenses	10	20	10
Communication Services	1	1	-
Repairs & Maintenance of Gov't Facilities	15	30	15
Transportation Services	1	2	1
Other Services - Regular	30	40	10
World Bank Loan Proceeds	-	-	-
Supplies and Materials	125	167	42
Illumination, Power & Water Services	-	-	-
Maintenance of Motor Vehicles Used for Official Travels of Officials and Employees	10	10	-
Total M.O.O.E	192	270	78
TOTAL CURRENT OPERATING EXPENDITURES (COE)	392	509	117
CAPITAL OUTLAY (Please see attached Breakdown)			
Land, Land Improvements Outlay			
Construction of Permanent Improvement			
Equipment Outlay			
TOTAL CAPITAL OUTLAY			
TOTAL PROGRAMMED OBLIGATIONS			

\*Net of mandatory reserve (COE - P1,864,000, CO - P3,653,000)



PROJECT 1.2  
 Higher Education Increase  
 1981 1982 (Decrease)  
 PROJECT 1.3  
 Secondary Education Increase  
 1981 1982 (Decrease)  
 PROJECT 1.4  
 Research  
 1981 1982  
 (in thousands)  
 CY 1982 Open  
 Baybay

3,082	3,379	297	549	573	24	460	540
100	140	40	20	50	30	70	80
43	53	10	23	33	10	27	20
60	74	14	40	60	20	40	85
70	100	30	10	20	10	50	70
20	20	-	5	25	20	5	25
200	200	8	50	50	-	40	50
210	218	225	80	44	( 36 )	100	41
-	-	-	-	87	-	-	44
-	-	-	-	-	-	-	-
3,785	4,409	624	777	942	165	792	955
387	324	( 63 )	68	66	( 2 )	45	64
4,172	4,733	561	845	1,008	163	837	1,019
40	80	40	5	20	15	200	300
3	5	2	1	1	-	5	20
30	70	40	50	125	75	150	200
2	5	3	1	2	1	5	10
189	300	111	49	80	31	865	-
1,571	2,188	617	-	-	-	854	-
235	831	596	95	122	27	635	1,212
-	-	-	-	-	-	-	-
30	50	20	10	10	-	35	250
2,100	3,529	1,429	211	360	149	2,749	4,437
5,272	8,262	1,990	1,056	1,368	312	3,586	5,456

GRAND TOTAL

1,100,000	16,615,000	3,653,000	12,962,000
-----------	------------	-----------	------------

2.3.1 Acquisition of equipment, furnitures and fixtures



COLLEGE OF AGRICULTURE  
, Leyte

Operating Budget\*  
(in pesos)

Increase Decrease)	PROJECT 1.5			PROJECT 1.6			PROJECT 1	
	Extension 1981	1982	Increase (Decrease)	Auxiliary Services 1981	1982	Increase (Decrease)	Gen. Adm. & Sup. Serv. 1981	1982
80	249	357	108	271	268	( 3 )	1,074	1,507
10	60	50	( 10 )	50	55	5	419	407
( 7 )	16	20	4	31	40	9	170	150
45	30	33	3	-	-	-	-	-
20	70	50	( 20 )	10	11	1	60	100
20	5	25	20	5	25	20	30	37
10	30	30	-	-	20	20	55	70
( 59 )	50	30	( 20 )	50	29	( 21 )	197	218
44	-	34	34	-	12	12	-	360
-	-	-	-	-	-	-	500	248
-	-	-	-	-	-	-	75	75
163	510	629	119	417	460	43	2,580	3,172
19	39	52	13	34	28	( 6 )	219	258
182	549	681	132	451	488	37	2,799	3,430
100	30	89	59	15	30	15	200	300
15	2	5	3	2	5	3	20	21
50	45	100	55	40	80	40	636	400
5	1	5	4	1	2	1	15	30
1,580	40	60	20	33	60	27	410	350
( 854 )	-	-	-	525	-	525 )	-	-
577	95	292	197	150	271	121	300	475
-	-	-	-	-	-	-	2,100	2,135
215	30	52	22	10	20	20	200	200
1,688	243	603	360	776	468	308 )	3,881	3,911
1,870	792	1,284	492	1,227	956	271 )	6,680	7,341



## APPENDIX A

7	Source of Funds - FY1982				
	Increase (Decrease)	Total Allotment 1981	Increase (Decrease) 1982	General Fund	Special Fund
433	5,770	6,718	948	6,718	-
( 12 )	719	789	70	789	-
( 20 )	329	341	12	321	20
-	205	300	95	300	-
40	310	396	86	316	80
7	70	157	87	157	-
15	375	420	45	420	-
21	700	588	( 112 )	588	-
360	-	766	766	766	-
( 252 )	500	248	( 252 )	248	-
-	75	75	-	75	-
592	9,053	10,798	1,745	10,698	100
39	800	800	-	800	-
631	9,853	11,598	1,745	11,498	100
100	500	839	339	639	200
1	34	58	24	58	-
( 236 )	966	1,005	39	945	60
15	26	56	30	56	-
( 60 )	1,616	3,335	1,718	3,245	90
-	2,950	2,188	( 762 )	2,188	-
175	1,635	3,370	1,735	2,990	380
35	2,100	2,135	35	2,000	135
-	325	592	267	322	270
30	10,152	13,578	3,426	12,443	1,135
661	20,005	25,175	5,171	23,941	1,235
-	3,256	3,256	3,256	3,256	-
7,973	9,156	1,183	9,156	-	-
76	550	474	550	-	-
8,049	12,962	4,913	12,962	-	-
28,054	38,138	10,084	36,903	1,235	-



# CAPITAL OUTLAY

	Appropriation	Reserve	Allotment
300-31 Land, Land Improvements Outlay			
2.4.1 Construction of concrete circumferential roads, sidewalks, bicycle paths and service roads	1,860,000	312,000	1,488,000
2.1.2 Construction of fence	510,000	102,000	408,000
2.1.3 Construction of two concrete or steel foot bridges	250,000	50,000	200,000
2.1.4 Construction of drainage	150,000	150,000	600,000
2.1.5 Construction of river control	700,000	140,000	560,000
Sub-total	4,070,000	814,000	3,256,000
300-32 Construction of Permanent Improvements			
2.2.1 Completion of Administration (Phase III)	2,300,000	460,000	1,840,000
2.2.2 Completion of Students' Building (Phase III)	4,000,000	800,000	3,200,000
2.2.3 Construction of Library	3,000,000	600,000	2,400,000
2.2.4 Completion of An. Science & Vet. Medicine building (Academic)	480,000	96,000	384,000
2.2.5 Completion of An. Science & Vet. Medicine building (Auxiliary)	350,000	70,000	280,000
2.2.6 Completion of Service & Home Management Building	1,315,000	263,000	1,052,000
Sub-total	11,445,000	2,289,000	9,156,000
300-33 Equipment Outlay			
2.3.1 Acquisition of equipment, furnitures and fixtures	1,100,000	550,000	550,000
GRAND TOTAL	16,615,000	3,653,000	12,962,000



1982 ANNUAL DEVELOPMENT PLAN  
(in Separate Bound Copy)

## TABLE OF CONTENTS

	<u>Page</u>
FOREWORD	1
I. GENERAL OBJECTIVES	1
II. SPECIFIC OBJECTIVES	2
1. Instruction	2
2. Research	3
3. Extension	5
III. INSTRUCTION	6
1. Graduate Education	7
2. Higher Education	7
a. Curriculum	10
b. Enrolment	21
c. Academic Staff Profile and Development	23
d. Consultants	26
IV. RESEARCH	27
V. EXTENSION	34
VI. SUPPORT SERVICES	44
1. Student and Auxiliary Services	44
2. Administration	54
VII. PHYSICAL FACILITIES DEVELOPMENT	60
1. Buildings	60
2. Equipment	64
VIII. APPENDIX A	67



VISAYAS STATE COLLEGE OF AGRICULTURE  
 Baybay, Leyte  
 Office of the College Secretary

LIST OF CANDIDATES FOR GRADUATION  
(1st Semester, 1981-82)

DEPARTMENT OF SCIENCE IN AGRICULTURE (BSA):

REQUIREMENTS FOR GRADUATION

	<u>Major</u>	<u>:Academic</u>	<u>: YCAP</u>	<u>: PD 1153</u>	<u>: Clearance</u>
, Elena San Francisco, So. Leyte Thesis: SURVEY OF THE COMMON SWINE MANAGEMENT PRACTICE IN SOGOD AND HINDANG LEYTE	C. AnHusb	Completed	Completed	Complied	Submitted
, Susana Pilar, Camotes Cebu Thesis: EFFECT OF INORGANIC FERTILIZER ON NEMATODE POPULATION AND ON THE YIELD OF SWEET POTATO VARIETY BNAS # 51 INOCULATED WITH MELOIDOGYNE IN- COGNITA	G. Plt Prot	Completed	Completed	Complied	Submitted
, Antonio Baybay, Leyte Thesis: EFFECT OF DIFFERENT ROOTING MEDIA ON THE ROOT AND SHOOT PRODUCTION OF CASSAVA STEM CUTTINGS	E. Ag Bot & PltBrdg	Completed	Completed	Complied	Submitted
, Luz Rosario, Agusan del Sur Thesis: THE EFFECT OF COAL ASH ON THE GROWTH AND YIELD OF SWEET POTATO, PARTICLE DENSITY AND BULK DENSITY OF THE SOIL	A. Soil Sc	Completed	Completed	Complied	Submitted
, Pamela Cebu City Thesis:	C. Ag Bot & Plt Brdg	Completed	Completed	Complied	Sbumitted



## REGISTRATION FEE FOR COMPLETION OF THESIS

Rationale

It has been observed that some college students could not complete their theses on time and they, therefore, have to reenroll said subject in order to entitle them to faculty time/service and the use of college facilities. There are instances, however, when students have their thesis manuscripts already approved but they still have to do finishing touches, including multiplication and binding of the thesis. In such a case, there will be no more need for the services of the adviser(s) nor the use of college facilities.

The existing College policy requires a graduating student who has finished all the academic requirements for the course except his thesis to enroll for the next term and pays P50.00 per term, excluding special fees for publication, insurance, charity, and cultural. After this grace period, if reenrollment of the thesis is necessary, the student pays P100.00 per term, excluding the required special fees. Such a practice has been found disadvantageous to the students; hence, the following proposal:

Proposal:

A graduating student (graduate or undergraduate) who has finished all the academic requirements for the course except his thesis, but which has been approved by his adviser(s), shall enroll for the next term and pays a special thesis fee of P20.00 per term, for a maximum of two terms only, Provided, That all the corresponding 6 units for the subject have been registered in the previous semesters. Provided further, That the adviser(s) certifies (certify) that the student shall no longer use college facilities; otherwise, the thesis shall be considered a regular 3-unit subject and the student pays the corresponding comprehensive fee, plus the required special fees for publication, insurance, charity, and cultural. This condition to continue until he completes the thesis requirement.

Academic Council (AC) Action: Approved

Date : November 26, 1981

Board Action: Approved

Date : December 16, 1981



Appointments of College Personnel for ConfirmationTemporary StatusProposed PositionAgricultural Chemistry

1. Mr. Dioscoro C. Managbanag  
High School Graduate  
ViSCA 1978  
Age: 25 years old

Utilityman  
Salary: ₱5,382.00 p.a.  
Effectivity: December 1, 1981

Agricultural Development Education

1. Mr. Filadelfo S. Llano  
High School Graduate  
Conalum High School 1975  
Age: 26 years old

Utilityman  
Salary: ₱5,382.00 p.a.  
Effectivity: December 1, 1981

Agricultural Economics

1. Mr. Roberto M. Baledio  
High School Graduate  
ViSCA 1978  
Age: 25 years old

Utilityman  
Salary: ₱5,382.00 p.a.  
Effectivity: December 1, 1981

Agricultural Engineering & Applied Mathematics

1. Mr. Armando P. Albarico  
Automotive Mechanic  
Concord Technical Institute 1974  
Age: 25 years old

Shop Electrician  
Salary: ₱5,928.00 p.a.  
Effectivity: December 1, 1981

2. Mr. Jose Rizaldy F. Bacusmo  
Automotive Mechanic  
Concord Technical Institute 1979  
Age: 24 years old

Laboratory Aide  
Salary: ₱5,382.00 p.a.  
Effectivity: December 1, 1981

3. Mr. Manuel F. Valenzona  
Secretarial Graduate  
FCIC 1948  
Age: 56 years old

Utilityman  
Salary: ₱5,382.00 p.a.  
Effectivity: December 1, 1981

Agronomy & Soils

1. Mr. Fernando T. Abocejo  
High School Graduate  
ViSCA 1981  
Age: 31 years old

Utilityman  
Salary: ₱5,382.00 p.a.  
Effectivity: December 1, 1981



Plant Protection

1. Ms. Helen S. Bandala  
Third Year Medical Technology  
Velez College 1975  
Age: 27 years old  
Chemical Laboratory Technician  
Salary: ₱5,382.00 p.a.  
Effectivity: December 1, 1981
2. Mr. Carlito N. Silao  
Secretarial Graduate  
FCIC 1980  
Utilityman  
Salary ₱5,382.00 p.a.  
Effectivity: December 1, 1981

Forestry

1. Mr. Jaime B. Berondo  
Second Year College  
VISCA 1979  
Age: 22 years old  
Utilityman  
Salary: ₱5,382.00 p.a.  
Effectivity: December 1, 1981

Plant Breeding & Agricultural Botany

1. Mr. Alberto P. Bagarinao  
High School Graduate  
VAC 1971  
Age: 31 years old  
Utilityman  
Salary: ₱5,382.00 p.a.  
Effectivity: December 1, 1981

Information Office

1. Ms. Archil Lorelei H. Bacarezza  
BS in Agricultural Development  
Education  
VISCA 1981  
Age: 21 years old  
Information Editor I  
Salary: ₱9,288.00 p.a.  
Effectivity: December 16, 1981

Supply & Property Management Division

1. Mr. Prospero P. Bagarinao  
First Year High School  
VAC 1972  
Age: 24 years old  
Utilityman  
Salary: ₱5,382.00 p.a.  
Effectivity: December 1, 1981

Physical Plant Office

1. Mr. Apolonio M. Encierto  
BS in Electrical Engineering  
CIT 1978  
Age: 26 years old  
Electrical Engineer  
Salary: ₱13,824.00 p.a.  
Effectivity: December 1, 1981



Office of Student Affairs

1. Mr. Peter B. Belardino  
Third Year High School  
VAC 1973  
Age: 27 years old

Utilityman  
Salary: ₱5,382.00 p.a.  
Effectivity: December 1, 1981

Library Services

1. Mr. Raul F. Valenzuela  
Third Year High School  
FCIC 1971  
Age: 27 years old

Utilityman  
Salary: ₱5,382.00 p.a.  
Effectivity: December 1, 1981

Infirmery

1. Mr. Jose Lito R. Jaime  
High School Graduate  
Dulag High School  
Age: 21 years old

Utilityman  
Salary: ₱5,382.00 p.a.  
Effectivity: December 1, 1981

B. For Permanent Status

Present Position

1. Mr. Panfillo D. Estrebas  
BS in Elementary Education  
No. of years in present  
position - 2 years  
Civil Service Eligibility:  
Career Service (Sub-Prof.)  
Performance Rating: Satisfactory

Sr. Automotive Serviceman  
Effectivity: November 1, 1981

2. Mr. Alfredo R. Florendo  
High School Graduate  
No. of years in present  
position - 16 years  
Civil Service Eligibility:  
Security Guard (Unassembled)  
Performance Rating: Very  
Satisfactory

Forest Guard  
Effectivity: December 1, 1981



## SERVICE FEE FOR FOREIGN TRAINEES

Rationale

MEC Order No. 42, s. 1979 defines foreign students as "... aliens belonging to or owing allegiance to a country other than the Philippines who will study in any educational institution recognized or owned by the government of the Philippines, to include researchers, trainees, grantees, scholars, and other similar categories, who will conduct research work in any other government/private department or agency, or who will study in any special training institution or center in the country."

Foreign students come to the Philippines either to earn a degree or merely undergo special training, practicum/field practice, or even conduct research work, and the like. Whatever kind of study that these foreign students will undertake, it is necessary for the admitting institution/agency to extend/provide support in the form of service or field/laboratory equipment to effect the study.

For the second time, German students in a group of three will come to ViSCA to undergo field practice in the production of root crops. The Philippine Root Crop Research and Training Center at ViSCA has been providing the personnel and field implement for their field practice here. The College can no longer afford to attend to foreign students free of charge.

Proposal

Foreign students who come to ViSCA to study (other than earn a degree) in any special training, field practice/practicum, research work, and the like, shall be charged a training fee of ₱1,500.00 per term of 6 months, to be paid in advance. The training fee shall cover the cost of supplies and materials and honoraria of the attending faculty/staff members. This shall take effect in the First semester, SY 1981-1982.

Approved: PAC  
Date: August 4, 1981

Board Action: Approved  
Date: December 16, 1981



Approved Guidelines for "Overtime Work" 1981-82

It may seem unfair to require overtime work during evenings, weekends and holidays, particularly during Christmas season, but many urgent things must be accomplished in VISCA this month and early next year. We must make our development plans for 1983 and 1984 which should serve as bases for us to formulate our budgetary needs for 1983 and 1984. The budget proposal must be submitted to the Ministry of the Budget not later than January 10, 1982.

In addition to these, the academic staff must complete the revisions and improvement of their course syllabi an/or laboratory manuals. Details of research project proposals considered high priority by PCARR or VICARP must be worked out and submitted. Those in the field of extension must review the College extension program and also submit their proposals for short training courses and other extension activities for 1982.

To facilitate all of these, overtime work in December and January up to the equivalent of two weeks shall be allowed for both academic and administrative staff.

### Guidelines:

1. The following shall serve as coordinators who will exercise overall management and supervision of activities:
  - a. Development plans for 1983 & 1984 - Dr. F. A. Bernardo and  
Dr. Samuel S. Go -Coordinators  
Mr. Pedro I. Bandala -Asst. Coord.
  - b. Budget Preparation for 1983 & 1984- Dr. Samuel S. Go and  
Dir. Francisco G. Bascog -Coordinators  
Ms. Norma V. Cala -Asst. Coord.
  - c. Course syllabi (not just course  
outline) or laboratory manuals -Dr. E. N. Bernardo -Coordinator  
Prof. A. F. Duatin -Asst. Coord.
  - d. Research Project Proposals -Dr. F. A. Bernardo -Coordinator  
Prof. F. G. Villamayor-Asst. Coord.
  - e. Review of Extension Program and  
Training Course Proposals -Dr. Eliseo R. Ponce -Coordinator
  - f. Other special assignments
2. Other special assignments to the staff may be made by the unit heads,  
subject to the approval by the College President/Vice President.



3. Some staff members may work, on several projects. In such cases the unit head concerned should indicate their main responsibility, the output for which they shall be evaluated by the unit head and the coordinators (use attached form).
4. Since a great demand for typing services is anticipated, all heads of administrative units must make their typists available to academic staff members. The heads of offices shall coordinate typing jobs within his/her unit.
5. All outputs must be submitted to the coordinators through the unit head concerned. Upon submission of satisfactory outputs, the coordinators shall issue certifications of completion which shall be the bases for overtime payment of the academic staff and key administrative staff/heads of units.
6. Overtime payment for this special case shall be based on output rather than time spent on the job.
7. Accomplishments shall be considered team outputs of the units concerned following the philosophy that everyone contributes to the total efforts of the units. All administrative and support staff shall, therefore, be entitled to the equivalent of two week overtime pay upon completion of work of the academic staff. However, the head of office must certify who among the administrative staff participated actively and did his/her share during overtime work. This certification shall serve as the basis for overtime payment of the administrative staff.
8. Overtime work may be done during evenings, weekends or holidays. If necessary, work may be done at home, in the library or elsewhere outside of the office.
9. All works mentioned in the first two paragraphs must be accomplished not later than January 10, 1982. Overtime pay for these shall therefore be for the period beginning December 1, 1981 to January 10, 1982.
10. This policy on overtime work covers only all personnel under VISCA fund except those, under capital outlay. Because of fund shortage, those under capital outlay can render overtime only for one week.
11. Overtime pay for this purpose for any regular employee shall be equivalent to one half of his monthly salary while for anyone on casual basis, equivalent to 14 days of work, subject to COA rules and regulations.

Approved  
December 16, 1981



REPORT OF UNIT HEAD TO ALL COORDINATORS AND THE ACCOUNTING DIVISION

Other Assignments	Expected On

Submitted by:



RECLASSIFICATION OF THE VISCA ACADEMIC PERSONNEL  
STARTING IN JANUARY 1982Background Information

A general reclassification of the VISCA academic personnel was conducted sometime in June 1981. The recommendation for the said reclassification/upgrading of academic personnel, who qualified for higher ranks in accordance with the approved criteria of equivalents of the College, was approved by the Board under Resolution No. 41, s. 1981.

The said reclassification could not be implemented in 1981 as approved, because of budgetary rules disallowing the adjustment and payment of salaries beyond the maximum set by the OCPC. However, Director Ofelada of OCPC has assured the VISCA President that a Budget Circular will be issued late this year to allow promotion beyond the maximum step in the salary scale.

Proposal

It is proposed that the College be allowed to implement the approved reclassification/upgrading of the VISCA academic personnel in accordance with Board Resolution No. 41, s. 1981, and allowing the use of the amount set aside for this purpose, effective January 1, 1982, subject to the provisions of National Budget Circular No. 308.

President's Advisory Council (PAC) Action: Approved  
Date: December 11, 1981

Board Action: Approved  
Date: December 16, 1981



PROPOSED RECLASSIFICATION OF ACADEMIC STAFF

<u>Name</u>	<u>Highest Degree Obtained</u>	<u>Present Rank</u>	<u>Propose</u>
1. Ponce, Eliseo R.	Ph.D. in Agricultural Extension	Assistant Professor IV	Associate
2. Carcollas, Casimiro D.	Ph.D. in Agronomy	Research Specialist IV	Associate
3. Seroy, Justiniano L.	Ph.D. in Humanities	Assistant Professor II	Associate
4. Posas, Oscar B.	Ph.D. in Animal Science	Assistant Professor I	Assistant
5. Sanchez, Sarana L.	Ph.D. in Animal Science	Assistant Professor I	Assistant
6. Ponce, Lucifan B.	Ph.D. in Home Economics	Instructor II	Assistant
7. Escalante, Margarito C.	Ph.D. in Agricultural Engineering	Assistant Professor III	Associate
8. Palatala, Polinda L.	Ph.D. in Agronomy	Assistant Professor II	Associate
9. Jaime, Rogelio A.	Ph.D. in Extension Education	Assistant Professor I	Assistant
10. Targuillig, Herminia C.	MS in Statistics	Instructor II	Instructor
11. Tuditad, Daniel M.	MM in Agribusiness	Instructor I	Instructor
12. Agarcio, Alicia S.	MAAS in Agrarian Reform	Instructor II	Instructor
13. Agarcio, Benjamin C. Jr.	MS in Agronomy	Research Specialist I	Instructor
14. Sandoval, Cecilia Y.	Ph.D. in Rural Sociology	Instructor IV	Assistant
15. Villarayor, Federico G. Jr.	Ph.D. in Agronomy	Assistant Professor II	Associate
16. Almerdras, Angela S.	MS in Soil Science	Instructor I	Instructor
17. Lopez, Rosadelima V.	MS in Statistics	Instructor II	Instructor
18. Targuillig, Valerio S.	MS in Plant Water Relations	Instructor I	Instructor

\* Tentative rank pending review of the Academic Personnel Board

*Refer to the Academic Personnel Board*

Effectivity:

Nos. 1 to 13, the upgrading/reclassification shall be effective not earlier than January 1, 1982 or the date the staff is for duty whichever is later.  
Nos. 14 to 18, the effectivity shall be earlier than July 1, 1982 or the date of appointment whichever is later.



## PROPOSAL FOR THE DUAL ATHLETIC MEET

## VISCA - UP-Tacloban

## Objectives of the VISCA-UP dual meet:

1. To complement and supplement the goals of general education and to implement the Physical Fitness and Sports Development Program of the Department of Education and Culture.
2. To develop an understanding and an appreciation of the place of interschool sports in Philippine Culture and to develop sound, educational attitudes toward them.
3. To promote wholesome athletic competition with emphasis on fun and enjoyment of sports, physical development, improvement of skills, character building, sportsmanship, friendly competitive spirit, school loyalty, leadership training, self discipline, good human relations, and democratic living rather than the type which emphasizes enjoyment of spectators, winning at all costs, professionalism, and commercialism.
4. To provide students and faculty and staff members of both colleges opportunities for participation in organized sports which may be carried over into later life.
5. To broaden the scope of educational experience to include many different and new opportunities for personal and social adjustment and wholesome school-community relations through interschool athletics.
6. To provide a well-organized interschool athletic meet wherein relationship of students, faculty and staff members, university officials, parents, alumni, and friends of both institutions are constantly renewed, strengthened, and developed into lasting, cordial friendship.

## Board of Directors

1. The governing body of the VISCA-UP Tacloban Annual Dual Athletic Meet shall compose the following:
  1. Chairman, Board of Athletic Affairs, UP Tac.
  2. Chairman, College Board of Athletic Affairs, VISCA
  3. Director, Physical Education Department, UP-Tac.
  4. Director, Dept. of Physical Education and Athletics, VISCA
  5. Athletic Manager/Coordinator, UP-Tac.
  6. Athletic Manager/Coordinator, VISCA
2. Chairmanship of the Board of Directors of the Dual Athletic meet shall be the Chairman of the Board of Athletic Affairs or the Chairman of the School Athletic Committee of the college hosting the meet, whose 1-year term shall end after the termination of the meet.

*Approved*  
*Dec. 16, 1981*



# TEAM COMPOSITION

## ViSCA Delegation

UP Tacloban - ViSCA Dual Meet

Feb. 5-6, 1981

(X ViSCA)

Pres. F. A. Bernardo	- Head of Delegation
Dr. S. S. Go	- Assistant Head of Delegation (Finance)
Director F. G. Bascug	- Manager
Director M. Ancheta	- Assistant Manager
Mr. E. P. Pastrano	- Technical Adviser

Teams	Athletes	Coach(s)	Chaperon(s)
Basketball Men	10	1	
Basketball Women	10	1	1
Soccer	14	1	
Softball Men	12		
Softball Women	12	1	1
Volleyball Men	9		
Volleyball Women	9	1	1
Lawn Tennis Men	2		
Lawn Tennis Women	2	1	
Table Tennis Men	2		
Table Tennis Women	2	1	
Chess Women	2	1	
Chess Men	2		
Tag of War	Everybody		

NOTE: Some athletes will be playing two or more sports.

## BUDGETARY REQUIREMENT:

Uniform for 100 people at P150.00/person	-	P15,000.00
Meal allowance, snacks and other incidental expenses for ViSCA Athletes	-	5,000.00
One meal for UP Tac. Delegation	-	2,500.00
		P22,500.00
		vvvvvvvvvv



COACHES AND CHAPERONS  
for the DUAL MEET

TEAM	COACH(S)	CHAPERON(S)
Basketball Men	Antonio Bandalan	
Basketball Women	Amelito Borneo	Nellie Capuyan
Baseball	Mr. Tramueta	
Softball Men	Dr. Casimiro Carcallas	
Softball Women		Thelma Zafra
Volleyball Men	Mr. Marcelo Bonita	
Volleyball Women	Prof. Lilia Y. Duatin	
Table Tennis Men	Mr. Alfredo C. Arradaza, Jr.	
Table Tennis Women		
Table Tennis Men	Mr. Sammy Modina	
Table Tennis Women		
Baseball Men	Mr. Sylvan Obando	
Baseball Women		

APPROVED:

(SGD) P. A. BERNARDO  
President

*[Handwritten Signature]*