

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



* MINUTES OF THE 24th REGULAR BOARD OF *
* TRUSTEES MEETING HELD ON JUNE 1, 1978 *
* AT THE VISCA MANILA OFFICE *
* PASAY CITY *

RECORDS (FILE)
RECORDS DIVISION
OFFICE

MINUTES OF THE 24th REGULAR MEETING OF THE BOARD OF TRUSTEES
HELD ON JUNE 1, 1978, AT THE VISCA MANILA OFFICE
8 LOURDES STREET, PASAY CITY

Present:

Hon. Vedasto G. Suarez Asst. Secretary of Education and Culture	Acting Chairman
Hon. Jesus C. Alix Director, Bureau of Agricultural Economics Manila	Member
Hon. Rufino D. Ayaso, Jr. Acting Regional Director Bureau of Agricultural Extension Region VIII	Member
Hon. Cledualdo B. Perez Dean, College of Agriculture UPLB, Laguna	Member
Hon. F. A. Bernardo President, VISCA	Member
Prof. Andres F. Duatin College Secretary	Secretary

Acting Chairman Vedasto G. Suarez called the meeting
to order at 12:45 p.m.

1 Commenting on the minutes of the previous meeting,
2 Acting Chairman Suarez said he was "glad to note that
3 Secretary Manuel was able to make it there in VISCA and
4 presided over the meeting himself."

5 I. Approval of the Minutes of the Previous Meeting:

6 The minutes of the previous meeting held on April 5, 1978,
7 were approved after the following corrections were made:

1 A. Corrections Made on the Previous Minutes:

2 Page 3, line 12 -- the word "same" was changed to
3 "similar; line 14 -- "Of course," was deleted; line 15 --
4 "yet" was inserted between "has" and "to" line 18 -- "On"
5 was changed to "to."

6 Page 5, line 16 -- "thesis" was made "theses".

7 Page 6, line 19 -- "anytime" changed to "any time".

8 Page 7, line 5 -- "member" was inserted between "staff"
9 and "for"; line 6 -- the "s" in "degrees" was deleted;
10 "studies" was placed after "degree"; line 18 -- "and" be-
11 tween "Food" and "Science" was deleted; line 10 -- "studies"
12 was placed after "Ph D".

13 Page 8, line 7 -- the word "follows" was placed after
14 "single" and "married".

15 Page 10, lines 21 through 27 -- the whole paragraph
16 was reworded to read: "Board Action: Noting the proposal
17 and acceptance to create an E. N. Bernardo Trust Fund in
18 favor of ViSCA. The donor, Dr. Emiliana N. Bernardo, will
19 deposit with ViSCA a trust fund amounting to five thousand
20 pesos only (P5,000.00) and the interest that would accrue
21 shall be used to defray expenses in the purchase of a medal
22 to be labeled E. N. BERNARDO MEDAL OF HONOR. The medal of
23 honor shall be awarded during the Commencement Exercises of
24 ViSCA to the college graduate with the highest scholastic
25 rating, provided he/she finishes at least as cum laude."

26 B. Correction on the Format of Board Resolution/Agreements:

27 Trustee Alix suggested that the format of board resolutions

1 and other agreements should be made different from the format
2 of the minutes of the meetings, for obvious reasons:

3 Board Action: Agreed to change the format
4 of board resolutions/agreements, starting with the
5 minutes of the 23rd regular meeting of the Board of
6 Trustees, from the usual double-spaced format to
7 single-spaced format and the body of the text of
8 the resolution/agreement should be narrower than
9 the body of the text of the minutes of meetings.

10 II. Matters Arising from the Approved Minutes: None.

11 III. Report of the President:

12 A. Implementation of Board Resolution No. 8, s. 1978

13 Pres. Bernardo reported that provisions of Board Reso-
14 lution No. 8, s. 1978, relating to the staffing pattern and
15 development schemes for the core staff of the Philippine
16 Root Crop and Research Training Center has been initially
17 implemented with the granting of the scholarship of Mr. Jose
18 Pardales to specialize in sweet potato in the University of
19 the Philippines at Los Banos, Laguna. Also, three additional
20 positions of research associates were created.

21 B. Research Funds Released by PCARR

22 The President was glad to report to the Trustees that
23 funds for research amounting ₱1.6 million were released by
24 PCARR.

25 C. Board Resolution No. 9, s. 1978

26 The board resolution which provided the increase of
27 family allowances of the ViSCA faculty fellows could not be
28 implemented yet for lack of funds, Pres. Bernardo reported.

1 D. Board Resolution No. 10, s. 1978

2 "This board resolution which granted the renewal of the
3 contractual employment of Dr. Ly Tung as associate professor
4 could not be implemented because of a budget circular re-
5 gulation regarding employment of aliens," explained the
6 President. "We are submitting to the Board a proposal to
7 make him Associate Professor and Consultant, instead,"
8 Pres. Bernardo continued.

9 E. Visit of David Beale of the World Bank

10 "Mr. David Beale of the World Bank was pleased to note
11 the accelerated development of ViSCA, particularly the staff
12 development." Pres. Bernardo informed the Trustees.

13 The WB visitor noted the enrolment distribution and
14 he expressed desire to see a more representative enrolment
15 from the different parts of the Visayas region.

16 Reacting to the observation of the WB visitor, the
17 Board agreed that ViSCA should propose a scheme on enrolment
18 distribution, to wit:

19 Board Action: Suggested that the President should
20 initiate studies necessary to evolve a scheme on dis-
21 tribution of enrolment to make it more representative,
22 i.e., to set quotas for the three regions within the
23 service area of this Regional Agricultural College,
24 with a reminder to consider the agricultural educa-
25 tion needs of the Visayas as one of the bases for the
26 distribution.

27 The Board anticipated that the proposed scheme
28 may not necessarily adopt an even distribution of
29 enrolment because of the differences in the needs
30 of these regions and the presence of other agricul-
31 tural colleges/universities in the area.

32 IV. Budgetary Matters

33 A. Summer Budgets for the High School and College

34 Summer classes for the high school students were held

to cater to the needs of students failing in some tool subjects, such as; Math II, Science III, Communication Arts III (English), and Communication Arts I (Pilipino).

Summer classes for college students are regular class terms in VISCA.

On motion made and duly seconded, the Board passed:

BOARD RESOLUTION NO. 13, s. 1978

Approving the summer budget of the high school (Appendix A) and the summer budget for College (Appendix B), as recommended, with the exclusion of the following recommendations:

1. Proposed Obligation for Personnel Services of the High School Principal;
2. Honoraria of the following:
 - a. Director of Student Affairs,
 - b. Director of Bus and Adm Affairs,
 - c. College Secretary;
 - d. Acting Chief Librarian,
 - e. Eleven (11) department heads/OICs; and
3. Summer pay of 75% of the basic salary of:
 - a. Mr. Orlando Malesido.

Implementation of these summer budgets take effect immediately, subject to auditing regulations.

B. Recommendation to Increase the Honoraria of Heads of Departments and Other Offices

After a thorough discussion of the President's recommendation to increase the honoraria of heads of departments and other offices involved in registration work, a motion was presented and seconded; the Board passed:

BOARD RESOLUTION NO. 14, s. 1978

Approving the recommendation to increase uniformly by ₱100 per month each the honoraria of the following Heads/OICs of departments and other offices involved in registration/academic activities, effective May 1, 1978, subject to availability of funds:

1. Head, Agronomy and Soils,
2. Head, Arts and Letters
3. Head, Ag Dev Education

- 1 4. Head, An Sci and Vet Med,
- 2 5. Head, Ag Economics,
- 3 6. Head, Crop Protection,
- 4 7. Head, Home Science,
- 5 8. Head, Physical Education,
- 6 9. Acting Head, Ag Chemistry
- 7 10. Acting Head, Ag Engineering and Applied
- 8 Math,
- 9 11. OIC, Plant Breeding and Ag Botany
- 10 12. OIC, Forestry,
- 11 13. Principal, ERHS
- 12 14. College Secretary, and
- 13 15. Acting Chief Librarian.

14 C. On Failures of High School Students:

15 The Board noted an alarming rate of failures of high
 16 school students which necessitated the opening of summer
 17 classes for the secondary department; hence, the following
 18 agreement:

19 Board Action: Noted, with suggestions for the
 20 College to "look into the possible causes of the
 21 failures of high school students in ViSCA" particu-
 22 larly in Math II, Science III, Communication Arts
 23 (English), and Communication Arts I (Pilipino), and
 24 make a report to the Board in its next meeting.

25 V. Academic Matters:

26 A. Candidates for Graduation, Summer 1978

27 There were 37 college students who successfully com-
 28 pleted all requirements for graduation, except clearance
 29 requirements, distributed as follows: BSA, 13; BSAEd, 2;
 30 Crop Production Technician, 21, and Home Economics Tech-
 31 nician, 2.

32 On motion made and duly seconded, the Board passed:

33 BOARD RESOLUTION NO. 15, s. 1978

34 Approving the graduation of the ViSCA college
 35 students whose names were indicated in the List of

Candidates for Graduation this Summer 1978, as recommended by the VISCA College Council, subject to completion of all requirements for graduation (Appendix C).

B. Bachelor of Animal Science (BAS) Curriculum

A curricular proposal entitled "Bachelor of Animal Science" (BAS), a four-year degree program, prepared by the Department of Animal Science and Veterinary Medicine, was presented for Board approval.

The proposed BAS curriculum offers courses leading to two fields of specializations, namely; Animal Science and Animal Health.

During the perusal/study of the proposal, the Board noted that some subjects overlap in course contents. So, it was agreed to refer it back to the proponent for the necessary adjustments/improvements:

Board Action: Adopted in principle but deferred approval of the proposed BAS Curriculum for the next Board Meeting with suggestions to refer it back to the proponent for (1) clarification of the course analysis regarding the distribution of credit units; apparently, the major field of Animal Husbandry required 158 units, excluding major electives; and (2) adjustments of course offerings to avoid overlapping of contents, i.e., Animal Science 41, Animal Nutrition, overlaps with Animal Science 31, Feeds and Feeding (Appendix D).

VI. Administrative Matters:

A. Appointment of Personnel

The appointments of personnel as recommended (Appendix E) included the following: I. Appointments as Authorized under Board Resolution N. 6, s. 1974; II. For Heads of Offices/Departments and Consultants; III. Renewal of Appointment; and IV. Changes of Status from Temporary to Permanent.

On motion made and duly seconded, the Board passed:

BOARD RESOLUTION NO. 16, s. 1978

Noting the appointments made by the President as authorized under Board Resolution No. 6, s. 1974, of Mr. Daniel M. Tudtud, Jr., as Instructor I at ₱9,756.00 p.a., effective May 16, 1978, and of Mr. Percival P. Canono, as Draftsman I at ₱6,936.00 p.a., effective June 1, 1978, both appointments subject to Civil Service rules and regulations (Appendix E).

Also, approving the change of status of some personnel from temporary to permanent of the following:

1. Mr. Enrique M. Gaviola, Chief Mechanic,
2. Mr. Jaime B. Pascual, Foreman, Custodial Services,
3. Mr. Eugenio A. Perez, Security Guard,
4. Mr. Cesar B. Nunez, Driver, and
5. Mr. Pablito T. Galenzoga, Driver.

On the Appointments of Administrative Staff and Consultants

On motion made and duly seconded, the Board passed:

BOARD RESOLUTION NO. 17, s. 1978

Approving the appointments with corrections on the compensation or honoraria of the following administrative staff and consultants (Appendix F):

- Dr. Tung Ly, Visiting Associate Professor at ₱21,624.00 p.a., salary;
- Dr. Emiliana N. Bernardo, Director of Instruction at ₱3,600.00 p.a. honorarium;
- Dr. Samuel S. Go, Director of Bus and Adm Affairs at ₱3,600.00 p.a. honorarium;
- Dr. Marianito R. Villanueva, Coordinator of Student Research at ₱3,600.00 p.a. honorarium;
- Dr. Dely P. Gapasin, Head, Dept of Crop Prot at ₱3,000.00 p.a. honorarium;
- Dir. Francisco G. Bascug, Director of Student Affairs at ₱3,600.00 p.a. honorarium;
- Prof. Manuel A. Ancheta, Director of Development Planning at ₱3,600.00 p.a. honorarium;
- Ms. Concepcion T. Monserate, Head of Home Science at ₱3,000.00 p.a. honorarium;
- M/Sgt. Constancio Calubag, Consultant on Peace and Order at ₱1,200.00 p.a. honorarium;
- Mr. Ernie Estacio, Equipment procurement Officer, at ₱250.00 per month honorarium;

1 Ms. Yolanda Ramo, Officer, Technical Assistance
2 Program, PIU-VISCA.
3 To take effect immediately, subject to availability
4 of funds.

5 On the Renewal of Appointment

6 Included in the appointments of personnel is the re-
7 commendation for the renewal of appointment of Atty. Alfea
8 C. Javier as Head, Claims Office for Land Acquisition.

9 On motion made and duly seconded, the Board passed:

10 BOARD RESOLUTION NO. 18, s. 1978

11 Approving the renewal of the appointment
12 of Atty. Alfea C. Javier as Head, Claims
13 Office for Land Acquisition with honorarium
14 at ₱959.00 per month, effective January 1,
15 1978, until December 31, 1978, subject to
16 COA regulations (Appendix E).

17 B. Acquisition of the Concepcion Espina Hacienda for CEVARC

18 Pres. Bernardo presented a proposal to acquire a 512-
19 hectare hacienda located within the boundaries of Ormoc
20 City, owned by a 70-year old woman, an ideal site for agri-
21 cultural research purposes. It has good roads and the NIA
22 irrigation canal runs across it. The plan is to acquire it
23 for the Central and East Visayas Agricultural Research
24 Center (CEVARC).

25 Asked how much a hectare costs, Pres. Bernardo informed
26 the Trustees that the owner wants ₱30,000.00 per hectare but
27 he is optimistic that VISCA could buy it at about ₱20,000.00
28 per hectare.

29 Trustee Alix wanted to know how will it affect the
30 sugar industry in the area once the hacienda is acquired

1 by ViSCA. The president opined that the sugar lands in
 2 the area is so vast that it would hardly affect the sugar
 3 industry adversely. We can slowly phase out sugar product-
 4 ion, if necessary, "Pres. Bernardo remarked.

5 Board Action: Noting the proposal to acquire the
 6 Concepcion Espina Hacienda located near Ormoc City
 7 proper for the Central and East Visayas Agricultural
 8 Research Center (CEVARC) with a suggestion to "explore
 9 the possibility of acquiring the land," and authoriz-
 10 ing the College President to undertake the necessary
 11 negotiations, subject to regulations on land acquisi-
 12 tion.

13 C. Change of Management of the ViSCA Cafeteria (Canteen):

14 Guideline for the Canteen Management

15 A proposal was presented by Pres. Bernardo to change
 16 the management of the ViSCA canteen from institutional to
 17 private.

18 On motion made and duly seconded, the Board passed:

19 BOARD RESOLUTION NO. 19, s. 1978

20 Noting the change of management of the ViSCA Cafeteria
 21 (Canteen) from institutional to private, though still
 22 under the control of the Business Regulations Board,
 23 and approving the proposed Guidelines for the Canteen
 24 Management which stipulates, among other things, to
 25 charge ₱500 for space and equipment per month. Also,
 26 imposing additional charge for the use of electricity
 27 and water, the rate and effectivity of which to be
 28 set by the College (Appendix F).

29 D. Reorganization of ViSCA: Functions/Responsibilities
 30 of Key Administrators

31 In implementing the reorganization of ViSCA, the
 32 functions/responsibilities of some key positions have been
 33 affected; hence, the presentation of the Functions/Res-
 34 ponsibilities of Key Administrators for Board approval.

On motion made and duly seconded the Board passed:

BOARD RESOLUTION NO. 20, s. 1978

Approving the reorganization of the ViSCA Administrative positions, particularly the creation of the Offices of the:

1. Director of Instruction, and
2. Income-Generating Projects.

Also, noting the proposed functions/responsibilities of these newly created offices and the Office of the College Secretary (Appendix C).

E. Creation of the Office of the Superintendent of Income-Generating Projects:

Pres. Bernardo presented a proposal to create the position of Superintendent for Income-Generating Projects, whose function is to superintend operations of all income-generating projects of ViSCA.

On motion made and duly seconded, the Board passed:

BOARD RESOLUTION NO. 21, s. 1978

Approving the appointment of Prof. Federico C. Monserate as Superintendent of Income Generating Projects effective July 1, 1978 until June 30, 1979 (Appendix A), subject to renewal depending on performance, with commission of ten (10) percent (%) of the net income of the projects directly under his superintendence.

VII. Other Matters:

A. Proposed Guidelines for the Technical Journal

The proposed guidelines for the technical journal was presented for Board approval.

Board Action: Approved in toto.

B. Academic Calendar, School Year 1978-1979

The proposed academic calendar for the school year 1978-1979, was presented for Board approval.

Board Action: Approved in toto.

There being no other matter to discuss, the Acting Chairman
adjourned the meeting at 3:15 p.m.

Certified True and Correct:

(SGD.) ANDRES F. DUATIN
Secretary

Attested:

Hon. VEDASTO G. SUAREZ
Acting Chairman
Assistant Secretary, DEC

Approved: July 14, 1978

I. Rationale

VISAYAS STATE COLLEGE OF AGRICULTURE

EXPERIMENTAL RURAL HIGH SCHOOL

Baybay, Leyte

The Experimental Rural High School of the Visayas State College of Agriculture, in its desire to keep up with the demand of having quality education, cannot eliminate failures in different subject areas. This is especially true in skill subjects like communication arts and mathematics. Slow process of learning has been a perennial problem. Most students have poor reading and mathematical skills. Based on the latest grades obtained by students, the list below shows the number of failures for each subject.

SUBJECT: Submitting the Proposed Budget of the ERHS 1978 Summer Classes.

Attached is the Proposed Budget for 1978 Summer Classes of the Experimental Rural High School, VISCA, Baybay, Leyte with the following information:

I. Summer Fee:	
1. Registration Fee	5.00
2. Tuition Fee	25.00
3. Miscellaneous	5.00
Total	35.00
II. Subjects Offered:	
1. Mathematics I - General Mathematics	
2. Mathematics II - Algebra	
3. Social Science IV - Agricultural Economics	
4. Comm. Arts II - English Lit., Gram. & Comp.	
5. Communication Arts IV - Phil. Lit., Gram. & Comp.	

III. Staff:

1. Federico C. Monserate - Principal
2. Cerazon T. de la Calzada - Adm. Assistant
3. Elma R. Cerilla - Instructor
4. Clara F. Celis - Instructor
5. Regelle C. Licayan - Instructor
6. Victorio B. Ternura - Instructor

Your approval is hereby requested.

1. Higher tuition fee.
2. Higher cost of living since summer classes are held in cities where the standard of living is high.
3. Academic standard varies from one school to another.

Incl: As stated

On the other hand, if summer classes will be offered in ERHS, the following are the advantages:

1. Minimal tuition fee.
2. Students, especially the student farmers, can still work on their projects, while taking summer classes.

PROPOSED ERHS SUMMER CLASSES

2

I. Rationale

3. Students are already used to the environment in VISCA. The Experimental Rural High School of the Visayas State College of Agriculture, in its desire to keep up with the demand of having quality education, cannot eliminate failures in different subject areas. This is especially true in skill subjects like communication arts and mathematics. Slow pace of learning has been a perennial problem. Most students have poor reading comprehension and mathematical skills. Based on the latest grades obtained by students, the list below shows the number of failures for each discipline are at least 10 students who will enroll in the subject.

Mathematics	I - 12	Comm. Arts (English)	I - 5
Mathematics	II - 24	Comm. Arts (English)	II - 5
Mathematics	III - 5	Comm. Arts (English)	III - 13
Mathematics	IV - 1	Comm. Arts (English)	IV - 4
Total	52	Total	27

Science	I - 8	Social Sciences	I - 3
Science	II - 0	Social Sciences	II - 0
Science	III - 21	Social Sciences	III - 2
Physics	IV - 5	Social Sciences	IV - 1
Total	34	Total	6

Comm. Arts (Pilipino)	I - 13
Comm. Arts (Pilipino)	II - 5
Comm. Arts (Pilipino)	III - 13
Comm. Arts (Pilipino)	IV - 9
Total	40

Since the ERHS Curricula were conceived from the need to give the barrier youths, especially those who lack economic stability, an equal chance to pursue further studies and find their place in this fast changing country, several ways and means were given to help these students. One of them is this proposal of having summer classes. If summer classes will be offered, students with failures will no longer be forced to take summer classes in private schools.* To take summer classes in the private schools has the following disadvantages:

1. Higher tuition fee.
2. Higher cost of living since most of these schools offering summer classes are found in cities or big towns, where the standard of living is high.
3. Academic standard varies from one school to another.

On the other hand, if summer classes will be offered in ERHS, the following are the advantages:

1. Minimal tuition fee.
2. Students, especially the student farmers, can still work on their projects, while taking summer classes.

3. Students are already used to the environment in VISCA.

II. Provisions

1. Summer classes will be offered to students of ERHS and students from other secondary schools as long as they have a permit from the Principal.
2. A course will be offered if there are at least 10 students who will enroll in the subject.
3. Only those with failures of not more than two credit units will be allowed to take summer classes.
4. Those students who failed in science subjects, whose equivalent credit units is 1.5, will be allowed to take advance subjects in any of the social science courses or in Philippine.

VISAYAS STATE COLLEGE OF AGRICULTURE
Baybay, Leyte
Office of the Principal

PROPOSED BUDGET FOR THE 1978
SUMMER VACATION CLASSES
HIGH SCHOOL

I. Sources of Income:

1. Registration Fee	-- ₱ 5.00 x 41	-- ₱ 205.00
2. Tuition Fee	-- ₱ 25.00 x 61	1525.00
3. Miscellaneous Fees	-- ₱ 5.00 x 41	205.00
		<u>Total Income ₱ 1935.00</u>

II. Proposed Obligations:

1. Personal Services:

a. One (1) Administrative Assistant	200.00
b. Four (4) Instructors @ ₱200.00 per Subject	1000.00
c. One (1) Student Laborer	125.00

2. Supplies and Materials:

a. Office Supplies	205.00
b. Student's Activity	<u>205.00</u>

Total Obligations ₱1735.00

* - For Student's Activity

Submitted by:

(SGD.) FEDERICO C. MONSERATE
Principal

VISAYAS STATE COLLEGE OF AGRICULTURE
EXPERIMENTAL RURAL HIGH SCHOOL
Baybay, Leyte

Summer 1978

SCHEDULE OF CLASSES

Time	Subject - (Monday-Saturday)	Room	Instructors
7:00 - 9:30-	Mathematics I	HSEB-2	Miss Elma Corilla
	Philippine IV	FEB-4	Mrs. Clara Celis
9:30 - 12:00	Agricultural Economics IV	FEB-4	Mr. Rogelio Mayan
12:00 - 1:00	NOON INTERMISSION		
12:30 - 3:00	Mathematics II	FEB-4	Miss Elma Corilla
3:30 - 5:30	English II	FEB-7	Mr. Victorio Ternura

Prepared by:

CORAZON T. DE LA CRUZADA
Adm. Assistant

NOTED:

(SGD.) FEDERICO C. MONSERRATE

OFFICIAL LIST OF STUDENTS
Summer 1978

Male

1. Daffen , Joel
2. Genzaga , Raulito
3. Ortega , Diosdado
4. Silva , Winefredo

1. Cala , Janet
2. Canada , Liza Fo
3. Fernandez , Edna
4. Marquez , Teresita
5. Nepal , Josefina

Mathematics II

1. Bibat , Severino
2. Calumba , Nester
3. Centes , Eduardo
4. Managbanag, Gonzale
5. Quintana , Benite
6. Rebecca , Pauline
7. Sapiler , Wilfredo
8. Valenzona , Clyde

1. Anees , Evangeline
2. Bruce , Jeanneth
3. Torrejos , Prima

Miss Elma R. Corilla
Instructor

ENGLISH II

Male

1. Abe , Remegio
2. Abecejo , Fernando
3. Asprec , Guillermo
4. Bibat , Severine
5. Bagutan , Jose
6. Caintic , Cecilio
7. Centes , Eduarde
8. Daffen , Joel
9. Dalumpines, Jovito
10. Englatera, Antonio
11. Napoles , Henry
12. Peliquit , Renate
13. Quintana , Revito

Female

1. Maranguit , Merla
2. Marquez , Teresita
3. Reveres , Lydia
4. Sasing , Severo
5. Terrefes , Prima

Mr. Victorie B. Ternura
Instructor

Philippine IV

Male

1. Asprec , Guillermo
2. Bugatan , Jose
3. Cruz de la, Jelito
4. Englatera, Antonio
5. Landina , Elpedio
6. Managbanag, Patricia
7. Olmedo , Melcher
8. Pentejo , Antioce

Female

1. Aguanta , Lilibeth
2. Cebacha , Venus
3. Flandez , Diomedes
4. Piedraverde, Ligaya
5. Maranguit , Merla

Mrs. Clara F. Celis
Instructor

Agricultural Economics IV

Male

1. Cruz de la, Jelito
2. Landina , Elpedio
3. Managbanag, Patricia
4. Olmedo , Melcher
5. Pentejo , Antioce
6. Sapiler , Wilfrede

Female

1. Aguanta , Lilibeth
2. Cebacha , Venus
3. Flandez , Diomedes
4. Piedraverde, Ligaya

Mr. Regelio Licayan
Instructor

Prepared by:

CORAZON T. DE LA CALZADA
Adm. Assistant

NOTED:

(SGD.) FEDERICO C. MONSERATE
Principal

VISAYAS STATE COLLEGE OF AGRICULTURE
Baybay, Leyte 1727
PHILIPPINES

OFFICE OF THE PRESIDENT

May 22, 1978

The Honorable Members
Board of Trustees
VisCA, Baybay, Leyte

Gentlemen:

Attached is the 1978 Summer Budget respectfully submitted
for your approval.

Thank you.

Very truly yours,

(SGD.) F. A. BERNARDO
President

TRUE COPY:

(SGD.) ANDRES F. DUATIN
Secretary

VISAYAS STATE COLLEGE OF AGRICULTURE
Baybay, Leyte

1978 SUMMER BUDGET

SOURCE OF INCOME:

Tuition and other fees ₱67,110.80

PROPOSED OBLIGATIONS:

Personal Services:

Honoraria of staff members
(see itemization of personal services) ₱32,445.10

Casual Labor 6,626.12

Sub-total ₱39,071.22

Maintenance and Other Operating Expenses:

Other Services

Meal Allowance ₱ 6,000.00

Bookbinding of records 1,000.00

Representation expenses of College
President 2,000.00

Supplies and Materials 15,000.00

Sub-total ₱24,000.00

TOTAL PROPOSED OBLIGATIONS ₱63,071.22

VISAYAS STATE COLLEGE OF AGRICULTURE
VISAYAS STATE COLLEGE OF AGRICULTURE
Baybay, Leyte

ITEMIZATION OF PERSONAL SERVICES

1978 SUMMER BUDGET CLASSES

Item No. 1	Details	Approved	Requested
SOURCE OF INCOME:			
1	Honoraria of:		
	Tuition and other fees	₱67,110.80	
	Registrar		225.00
2	Eleven (11) Instructors at 75% of their basic salaries:		
PROPOSED OBLIGATIONS:			
	(a) Acabul, Andresito		727.74
	(b) Alonzo, Welfreda T		503.23
	(c) Aure, Lolita L		859.03
	(d) Bantol, D		859.03
	Honoraria of staff members (see itemization of personal services)	₱32,445.10	727.74
	(f) Capuz, Juliana A		859.03
	Casual Labor		6,626.18
	(h) Paguntalan, Regalio		788.77
	(i) Sub-total	₱39,071.28	859.03
	(j) Tronales, Raymond N		859.03
	(k) Villanueva, Lydia R		859.03
	Maintenance and Other Operating Expenses:		
3	Twenty-eight (28) Instructors at ₱9.00 per hour (Other Services parenthesis)		
	(a) Meal Allowance	₱ 6,000.00	891.00
	(b) Paclnar, Trinidad E		891.00
	(c) Bookbinding of records	1,000.00	891.00
	(d) Lopez, Rosalinda V.		891.00
	(e) Representation expenses of College President	2,000.00	891.00
	(g) Paraiso, Adolfo P.		891.00
	Supplies and Materials	15,000.00	747.00
	(i) Lamasag, Erly P.		891.00
	(j) Sub-total	₱24,000.00	891.00
	TOTAL PROPOSED OBLIGATIONS	₱63,071.28	

VISAYAS STATE COLLEGE OF AGRICULTURE
Baybay, Leyte

ITEMIZATION OF PERSONAL SERVICES

1978 Summer Vacation Classes

Item No. 1	Details	Approved	Requested
1	Honoraria of:		
	Registrar		225.00
2	Eleven (11) Instructors at 75% of their basic salaries:		
	(a) Acabal, Andresito		727.74
	(b) Alesna, Wolfreda T		503.23
	(c) Aure, Lolita L		869.03
	(d) Briones, Elizabeth D		869.03
	(e) Catig, Fernando		727.74
	(f) Gapuz, Julita A		869.03
	(g) Itass, Marcelo O		559.35
	(h) Paguntalan, Regelio		786.77
	(i) Posas, Manuel B		613.55
	(j) Trenuela, Raymundo N		613.55
	(k) Villanueva, Lydia R		869.03
3	Twenty-eight (28) Instructors at 7 9.00 per hour (Total hours in parenthesis)		
	(a) Cubille, Jaime A (99)		891.00
	(b) Faelnar, Trinidad E (99)		891.00
	(c) Gapuz, Leonardo M (99)		891.00
	(d) Lopez, Rosadelina V. (99)		891.00
	(e) Tan, Perla (99)		891.00
	(f) Valenzona, Wilfredo C. (99)		891.00
	(g) Paraise, Adolfo P. (99)		891.00
	(h) Nasayao, Edilberto E. (88)		792.00
	(i) Lumasag, Berly P. (83)		747.00
	(j) Celine, Hernanie (81.5)		733.50

Item No.	Details	Approved	Requested
(k)	Sales, Nenito..... (81.5)		733.50
(l)	Santiago, Rebecca M (74.25)		688.25
(m)	Almendras, Angela S (66)		594.00
(n)	Bariles, Nathaniel B (66)		594.00
(o)	Oracion, Marilyn Z (66)		594.00
(p)	Obando, Sylvan M (64)		576.00
(q)	Cala, Norma V (63)		567.00
(r)	Abit, Sergio E (56)		504.00
(s)	Alo, Grace B (49.5)		445.50
(t)	Lauzen, Roberta D (49.5)		445.50
(u)	Milan, Paciencia P. (40.5)		364.50
(v)	Gloria, Nestor M (38.6)		347.40
(w)	Labus, Florenda O (33)		297.00
(x)	Lae, Fredeswinda O (32)		288.00
(y)	San Pascual, Marilyn (32)		288.00
(z)	Sazon, Anastacio C (32)		288.00
(1)	Villaflores, Corazon D (32)		288.00
(2)	Agarcio, Alicia S (31.5)		283.50
4	Ten (10) Assistant Professors at \$12.00 per hour (Total hours in parenthesis)		
(a)	Seray, Justiniano L (97.2)		1,166.40
(b)	Resillo, Jimmy L (86)		1,032.00
(c)	Alkuno, Jose M. Jr. (49.5)		594.00
(d)	Colis, Oscar L (49.5)		594.00
(e)	Enemocio, Fernarina Y (49.5)		594.00
(f)	Escalada, Monina M (49.5)		594.00
(g)	Floras, Federico R (49.5)		594.00
(h)	Villanueva, Camilo D (48)		576.00
(i)	Silao, Cecilia V (47.25)		567.00
(j)	Javier, Reynaldo R. (24)		288.00
5	Two (2) Associate Professors at \$15.00 per hour (Total hours in parenthesis)		
(a)	Palemar, Manuel K (40.5)		607.50
(b)	Gerena, Guindoline R (16.5)		247.50
Total			<u>\$ 32,445.10</u>

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

TENTATIVE LIST OF CANDIDATES FOR GRADUATION
1978 SUMMER

BACHELOR OF SCIENCE IN AGRICULTURE (BSA) :

REQUIREMENTS FOR GRADUATION

	<u>NAME</u>	<u>MAJOR</u>	<u>ACADEMIC</u>	<u>YCAP</u>	<u>PD 1153</u>	<u>CLEARANCE</u>
1.	ABAY-ABAY , Daniel L. Baybay, Leyte	<u>Agro</u>	Completed (*Inconsistent names in the school records)	Complied	Complied	Complied
2.	DOSDOS , Sabeniano P. Ormoc City	<u>Agro</u>	Completed	Complied	Complied	Complied
3.	FLORITO , Florencio P. Kananga, Leyte	<u>Agro</u>	Completed	Complied	Complied	Complied
4.	FUMAR , Edgar R. Culaba, Leyte	<u>Agro</u>	Completed	Complied	Complied	Complied
5.	LANUGAN , Nario S. Maasin, So, Leyte	<u>Agro</u>	Completed	Complied	Complied	Complied
6.	ORGE , Janillo F. Merida, Leyte	<u>Agro</u>	Completed	Complied	Complied	Complied
7.	PALCONIT , Pedro E. Biliran, Leyte	<u>Agro</u>	Completed	Complied	Complied	Complied
8.	RIVERA , Edgardo Libagon, S. Leyte	<u>Agro</u>	Completed	Complied	Complied	Complied
9.	TACTAO , Florentino P. Libagon, So. Leyte	<u>Ag. Husb.</u>	Completed	Complied	Complied	Complied
10.	TORAJA , Ernesto T. Baybay, Leyte	<u>Ag. Husb.</u>	Completed	Complied	Complied	Complied
11.	ARGUILLES , Lilia C. Jaro, Leyte	<u>Agro</u>	Completed	Complied	Complied	Complied
12.	MORALES , Adelina O. Baybay, Leyte	<u>Ag. Husb.</u>	Completed	Complied	Complied	Complied
13.	PEPITO , Diana D. Ormoc City	<u>Agro</u>	Completed	Complied	Complied	Complied

BACHELOR OF SCIENCE IN AGRIC DEV'T EDUCATION (BSADE):

N- O- N- E

III. BACHELOR OF SCIENCE IN AGRICULTURAL EDUCATION (BSAED) : REQUIREMENTS FOR GRADUATION

	<u>NAME</u>	<u>MAJOR</u>	<u>ACADEMIC</u>	<u>YCAP</u>	<u>PD 1153</u>	<u>CLEARANCE</u>
1.	FERNANDEZ , Feliciano L. Cebu City	<u>Agro</u>	Completed	Complied	Complied	Complied
2.	SANTOS , Emeliana D. Tabango, Leyte	<u>Agro</u>	Completed	Complied	Complied	Complied

IV. BACHELOR OF SCIENCE IN HOME ECONOMICS (BSHE)

N-O-N-E

V. HOME ECONOMICS TECHNICIAN (HET) :

1.	ADOBAS , Candelaria	None	Completed	Complied	Complied	Complied
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VI. CROP PRODUCTION TECHNICIAN (CPT) :

1.	AGUSPINA , Bartolome L. Hindang, Leyte	None	Completed	Complied	Complied	Complied
2.	DESTRIZA , Arnaldo Z. Sogod, So. Leyte	None	Completed	Complied	Complied	Complied
3.	DESTRIZA , Teodoro Jr. T Sogod, So. Leyte	None	Completed	Complied	Complied	Complied
4.	GALAN , Federico M. Ormoc City	None	Completed	Complied	Complied	Complied
5.	ITONG , Raul Baybay, Leyte	None	Completed	Complied	Complied	Complied
6.	SENILLO , Danilo S. Albuera, Leyte	None	Completed	Complied	Complied	Complied
7.	SOLANO , Pruto Z. Baybay, Leyte	None	Completed	Complied	Complied	Complied
8.	BETONIO , Haideliza G. Pintuyan, So. Leyte	None	Completed	Complied	Complied	Complied
9.	BUENAFE , Angelina A. Hindang, Leyte	None	Completed	Complied	Complied	Complied
10.	CASTANARES, Editha P. Albuera, Leyte	None	Completed	Complied	Complied	Complied
11.	CIERNA , Carmelita J. Baybay, Leyte	None	Completed	Complied	Complied	Complied

(next page please)

CROP PRODUCTION TECHNICIAN COURSE (CPTC) : continued

12.	COMANDAO	, Asuncion D. Javier, Leyte	None	Completed	Complied	Complied	Complied
13.	CORCILLES	, Fe D. Hindang, Leyte	None	Completed	Complied	Complied	Complied
14.	CUBILLA	, Dionisia B. Butuan City	None	Completed	Complied	Complied	Complied
15.	MARAVILES	, Jeanette N. Baybay, Leyte	None	Completed	Complied	Complied	Complied
16.	NAVARROZA	, Crispiniana D. Hilongos, Leyte	None	Completed	Complied	Complied	Complied
17.	NAVARROZA	, Eugenia D. Hilongos, Leyte	None	Completed	Complied	Complied	Complied
18.	RABANOS	, Belinda A. Baybay, Leyte	None	Completed	Complied	Complied	Complied
19.	REYES	, Aida B. Baybay, Leyte	None	Completed	Complied	Complied	Complied
20.	TABUDLONG	, Ederlina N. Baybay, Leyte	None	Completed	Complied	Complied	Complied
21.	TARIPE	, Emma T. Albueria, Leyte	None	Completed	Complied	Complied	Complied

SUMMARY:

BSA	13
BSAED	2
CPT	21
PRC	0
BSADE	0
BSHE	0
HET	1
T o t a l		37

CERTIFIED CORRECT:

(SGD.) JAIME A. CUBILLO
Registrar

5/29/78

TRUE COPY:

APPOINTMENTS OF PERSONNELI. Appointments as authorized under Board Resolution No. 6, s. 1974:Dept. of Agricultural Economics

- | | |
|--------------------------------------------------------------------|--------------------------------------------------------------------------------|
| 1. Mr. Daniel M. Tuitud, Jr.
BS in Agribusiness
UPLB
1978 | Instructor I
P9,756.00 p.a.
Item No. 50(31)
Effectivity: May 16, 1978 |
|--------------------------------------------------------------------|--------------------------------------------------------------------------------|

Physical Plant Office

- | | |
|-------------------------------------------------------------------------|------------------------------------------------------------------------------|
| 2. Mr. Percival P. Canone
Second Year Elect. Eng'g.
L I T
1972 | Draftsman I
P6,936.00 p.a.
Item No. 77(2)
Effectivity: June 1, 1978 |
|-------------------------------------------------------------------------|------------------------------------------------------------------------------|

II. For Heads of Offices/Departments and Consultants

- | | |
|---------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------|
| 1. Dr. Ly Tung
Ph. D. in Agronomy
UPLB
1976 | Visiting Associate Professor &
Consultant in Agronomy
P21,624.00 p.a.
Effectivity: October 1, 1977 |
| 2. Dr. Emiliana N. Bernarde
Ph. D. in Entomology
Kansas State Univ.
1968 | Director of Instruction
P3,600 p.a.
Effectivity: July 1 - Dec. 31
1978 |
| 3. Dr. Samuel S. Go
Ph. D. in Ag. Education
Univ. of Minnesota
1970 | Director of Bus. & Adm. Affairs
P3,600 p.a.
Effectivity: July 1 - Dec. 31
1978 |
| 4. Dr. Marianite R. Villanueva
Ph. D. in Agronomy
Texas A & M Univ. | Coordinator of Student Research
P3,600 p.a.
Effectivity: July 1, 1978 until
June 30, 1979 |
| 5. Dr. Dely P. Capasin
Ph. D. in Entomology
Pennsylvania State U.
1972 | Head, Dept. of Crop Protection
P3,000 p.a.
Effectivity: July 1, 1978 until
June 30, 1981 |
| 6. Prof. Francisco G. Bascug
MS in Ag. Education
UPLB
1972 | Director of Student Affairs
P3,600 p.a.
Effectivity: July 1 - Dec. 31,
1978 |
| 7. Prof. Manuel A. Ancheta
MA in Ag. Education
California Polytechnic State
University
1961 | Director of Dev. Planning
P3,600 p.a.
Effectivity: July 1 - Dec. 31,
1978 |

8. Prof. Federico C. Monserate
BS in Agricultural Education
VA C 1958

Superintendent of Income
Generating Projects
Commission: Ten (10) percent of
the net income
Effectivity: July 1, 1978 until
June 30, 1979

9. Mrs. Concepcion T. Monserate
MA in Education
Univ. of San Carlos 1978

Head, Dept. of Home Science
P3,000 p.a.
Effectivity: July 1, 1978 until
June 30, 1981

10. M/Sgt. Constance Calubag
OIC, Baybay Integrated
National Police

Consultant on Peace & Order
P1,200 p.a.
Effectivity: June 1, 1978 to
June 30, 1979

11. Mr. Ernie Estacio

Equipment procurement Officer
PIU-VISCA
P250.00 per month (hon.)
Effectivity: June 1 - Dec. 31,
1978

12. Ms. Yolanda Rame

Technical Assistance Program
Officer PIU-VISCA
P250.00 per month (hon.)
Effectivity: June 1 - Dec. 31,
1978

III. Renewal of Appointment:

Atty. Alfea A. Calintic-Javier

Head, Claims Office for
Land Acquisition
Honorarium: P959.00/month
Effectivity: June 1 -
June 30, 1978

IV. Change of Status from Temporary to Permanent of some employees in the Trades & Crafts Group

1. Mr. Enrique M. Caviola
No. of years in the service - 23

Chief, Mechanic

2. Mr. Jaime B. Pascual
No. of years in the service - 18

Foreman-Custodial Services

3. Mr. Eugenio A. Perez
No. of years in the service - 13

Security Guard

4. Mr. Cesar B. Nunez
No. of years in the service - 2

Driver

5. Mr. Pablito T. Calenzaga
No. of years in the service - 3

Driver

VISAYAS STATE COLLEGE OF AGRICULTURE
Baybay, Leyte

April 14, 1978

Dr. Fernando A. Bernarde
President

S i r :

In compliance with your verbal instruction to formulate concession guidelines for the cafeteria, we are submitting a set of guidelines for deliberation and approval by the Canteen Management Board.

Very truly yours,

(SGD.) CAMILO D. VILLANUEVA
Chairman

(SGD.) GRACE B. ALO
Member

(SGD.) NORMA V. CALA
Member

cc: Dr. S. S. Co
Dir. F. G. Bascug

A TRUE COPY FROM THE ORIGINAL

Andres F. Duatin
College Secretary
April 17, 1978

GUIDELINES FOR THE CANTEN MANAGEMENT

Guidelines page 2

A. Terms of Contract

The contract shall cover a period of one year renewable at the expiry date. However, evaluation of performance shall be done semi-annually the results of which shall be the bases for contract renewal. Concessionaire shall secure all requisite documents such as BIR and municipal licenses and permit before the start of business operation.

B. Facilities

The College shall provide space, some utensils and equipment, water and electric power. The Concessionaire shall bear the expenses for any improvement he/she deems necessary in his/her business venture, provided however, that he/she refers the matter to the Office of the President for approval. The rent for space, utensils and equipment shall be ₱500 per month.

(SGD.) CAMILO D. VILLANUEVA
Chairman

C. Pricing

1. Staff and Students

The monthly rate for regular boarders shall be ₱160 per month for students and ₱180 per month for staff. The rate per meal shall be ₱2.00 and ₱2.50 for students and staff, respectively.

2. Official Guests of the College

(SGD.) NORMA V. CALA

Meal charges for official guests shall be by arrangement.

D. Miscellaneous Provisions

1. Sanitation

A TRUE COPY FROM THE ORIGINAL:

a. Cafeteria personnel must secure health clearance yearly from the College resident physician.

ANDRES F. SUATIN

College b. Inspection of the cafeteria must be done monthly by a team of inspectors composed of College staff members.

c. The concessionaire must not keep/raise poultry/livestock inside or within VISCA territory.

2. The cafeteria is prohibited to sell liquors, wines or any hard drinks and commercial items regularly sold at the cooperative store.

3. The cafeteria and its personnel should observe college curfew hours. In the same manner they must observe all rules and regulations promulgated by the college designed for the well-being of the VISCA community.

4. The cafeteria should not refuse apprentice students of the college.
5. The concessionaire shall secure all requisite documents such as BIR and municipal licenses and permit before the start of business operation.

(SGD.) CAMILO D. VILLANUEVA
Chairman

(SGD.) GRACE B. ALO
Member

(SGD.) NORMA V. CALA
Member

A TRUE COPY FROM THE ORIGINAL:

ANDRES F. DUATIN
College Secretary

VISCA Reorganization

Key Positions and the Corresponding Functions/Responsibilities:

A. Office of the Director of Instruction

The Director of Instruction has these responsibilities:

1. Coordinate with the Department and office heads in the planning, implementation and evaluation of instructional programs.
2. Work with the Curriculum Committee in the review and revision of existing curricula and institution of new ones.
3. Implement approved policies and regulations pertaining to instruction.
4. Process recommendations for faculty recruitment and promotion with the assistance of the Academic Personnel Board.
5. Coordinate with the faculty Scholarship Committee in the implementation of the faculty development program.
6. Consolidate and monitor reports of accomplishments in instruction submitted by department and office heads.
7. Conduct studies for the improvement of instruction.
8. Exercise general supervision over the High School, Registrar's Office and the Library.
9. Coordinate with other directors in planning the use of faculty time for instruction, research, and extension and administrative work.
10. Perform other duties that may be assigned by the President.

B. Office of the Superintendent for Income Generating Projects

This position has been a long-felt need of the College because it believes that income-generating projects should not only serve as student's training laboratories but, just like any good business undertaking, must also be managed well. In the past years, however, most college income-generating projects were either on the red or hardly self-liquidating.

Thus, the Superintendent for Income-Generating projects under the OBAA is given the following responsibilities:

1. Periodically analyze the performance of existing income-generating projects and implement measures to correct weaknesses.

Superintendent for Income-Generating Projects continued. . . .

2. Initiate or review proposals for new income-generating projects or termination of existing ones and make recommendations to the president through the Director of Business and Administrative Affairs.
3. Keep all important business records of projects.
4. Coordinate with department heads in the use of income-generating projects for research and instruction and utilization of instructor's time for the project.
5. Recommend to the President through OBAA policies for the efficient management of income-generating projects and the utilization for research and instruction.
6. Coordinate with project managers in the implementation of income-generating projects policies and in the efficient management of the projects.
7. Submit to the Office of the President through the Director of Business and Administrative Affairs quarterly reports of performance of all income-generating projects.
8. Perform other duties assigned by the President or Director of Business and Administrative Affairs.

C. Office of the College Secretary

The fast pace and ever-changing needs of the College necessitated the formation of advisory groups and other governing bodies which hold regular meetings. The existing governing bodies, of which the College Secretary acts as secretary, include the Board of Trustees, the President's Advisory Council, the Executive Committee, and the College Council. In view of this, the services of a full time College Secretary is needed. His duties include the following:

1. General Functions. The VISCA College Secretary shall be responsible to the College President and shall function as:
 - a. Secretary of the College
 - b. Secretary of the Board of Trustees
 - c. Secretary of the President's Advisory Council
 - d. Secretary of the Executive Committee, and
 - e. Secretary of the College Council

College Secretary continued.

2. Specific Duties/Responsibilities. The College Secretary shall be responsible to the College President and shall perform the following:
- a. Prepare, in consultation with department, office heads and the Director of Instruction, the annual academic calendar of activities of the College.
 - b. Keep full and accurate records of the College as may be determined by the President/Board of Trustees.
 - c. Properly inform College officials concerned regarding decisions made by the different governing bodies of VISCA and assist the President in following up implementation of decisions.
 - d. Assist the President/Director of Instructions in the implementation/enforcement of rules/regulations on academic affairs.
 - e. As secretary of the four governing bodies of VISCA, he shall:
 - (1) Prepare and issue notices of all meetings and make necessary preparations.
 - (2) Prepare and furnish each member of these governing bodies with a copy of the agenda for the scheduled meeting.
 - (3) Keep full and accurate records of all meetings.
 - (4) Inform all offices/officials concerned about the decisions/agreements made by the governing bodies through memorandas, circular, or minutes of meetings.
 - (5) Assist in the follow-up work in the implementation of these decisions/agreements.
 - (6) Prepare and furnish each member of these governing bodies with a copy of the minutes of the next meeting.
 - f. Perform other duties that may be assigned him by the President.

100

VISAYAS STATE COLLEGE OF AGRICULTURE
PHILIPPINE ROOT CROP RESEARCH & TRAINING CENTER
Baybay, Leyte 7127
Philippines

May 17, 1978

Fres. F. A. Bernarde
Visayas State College of Agriculture
Baybay, Leyte

Dear Pres. Bernarde:

During the final meeting of the VISCA Editorial Board, which by virtue of the termination of the publication of the VISCA Review has hereafter been dissolved, it was decided that the putting up of a VISCA journal be seriously pursued. In this connection, the former Board is recommending the name of the journal to be "Journal of Tropical Agriculture and Rural Development" based on its previous action and your comments thereon. It was felt by the former Board that this title is more encompassing and shall have a long range application in the event of an institutional expansion. The other details concerning the publication of the Journal are presented in the attached guidelines.

Thank you very much.

Very truly yours,

(SGD.) M. R. VILLANUEVA
Director

Approved:

(SGD.) F. A. BERNARDO

cc: Prof. Sarah Ancheta
Dr. R. G. Escalada
Dr. Celedonio Gapasin
Dr. G. R. Gerona
Mr. Jose Sal Tan
Dr. Ly Tung

TRUE COPY:

ANDRES F. DUATIN
College Secretary

VISAYAS STATE COLLEGE OF AGRICULTURE
Baybay, Leyte, Philippines

A. Proposed Guidelines for the Technical Journal

For the publication of the journal, the following specific guidelines are therefore formulated for adoption:

1. The journal must be in book form having the 6" x 9" format.
2. It should come at least twice a year.
3. The staff composition of the journal follows this arrangement:
 - a) The Board of Consultants draws its membership from the different disciplines for balanced representation.
 - b) In addition to the Board of Consultant, there shall be an editorial staff.
4. The articles considered for publication must be approved by a Board of Consultants. When the approval is granted through one member under whose field of specialization the subject matter falls, the article concerned should at least have the initial of the chairman of the Board of Consultants.
5. Only original, previously unpublished articles are considered for publication. The Board of Consultants shall require a waiver to be executed by the writer whose manuscript is approved for publication. The waiver should state that the manuscript is original; that all opinions expressed therein are his; and that violations of existing laws of the land are not sanctioned by the Board.
6. Publication in the Journal is open to both the VisCA and non VisCA staff.

B. Board of Consultants:

Pres. F. A. Bernarde - Chairman
Dr. Federico R. Flores, Social Sciences
Dr. Guindoline R. Gerona, Animal Sciences
Dr. Rodolfo G. Escalada, Plant Sciences
Dr. Tung Ly, Physical Sciences