



VISAYAS
STATE UNIVERSITY

DEPARTMENT OF
AGRONOMY

January 24, 2025

Chairmanship and Membership of DA Committees Year 2025

Dear Vice President Gravoso:

I would like to recommend the appointment of the different committees in the Department of Agronomy for the year 2025.

COMMITTEES	FUNCTIONS
I. Academic Personnel Committee Chairman: Dr. Luz G. Asio Member(s): Dr. Berta C. Ratilla Dr. Dionesio M. Bañoc Dr. Mariedith I. Bagarinao	<ul style="list-style-type: none"> Evaluate faculty performance ensuring quality academic staff and support for professional development Assess applicants' qualification, experience and potential, conduct interview process, and recommend to higher authorities for a faculty position within the department. Recommend faculty/academic staff to undergo relevant trainings and seminar
II. Non-Academic Personnel Committee Chairman: Dr. Luz G. Asio Member(s): Dr. Mariedith I. Bagarinao Assoc. Prof. Ed Allan L. Alcober Mr. Wences Rey B. Dela Peña	<ul style="list-style-type: none"> Supervise and conduct performance reviews for non-academic staff Update the employment status of the administrative support staff of the department
III. Graduate Admission Committee Chairman: Dr. Luz G. Asio Member(s): Dr. Ulysses A. Cagasan Dr. Mariedith I. Bagarinao	<ul style="list-style-type: none"> Evaluate the documents/credentials and make recommendation to the graduate school of the potential applicants in the graduate programs of the department Assigned prospective adviser of the student
IV. Curriculum & Instruction Material Development Committee Chairman: Dr. Luz G. Asio Member(s): Dr. Berta C. Ratilla Assoc. Prof. Ed Allan L. Alcober Dr. Mariedith I. Bagarinao	<ul style="list-style-type: none"> Facilitate in the preparation of curriculum proposals Evaluate and review TOS, OBE and instructional materials prepared Attend meetings related curriculum and instructional matters.
V. Socio-Cultural Committee Chairman: Ms. Mary Ann L. Maskariño Member(s): Mr. Quimson R. Cañete Assoc. Prof. Ed Allan L. Alcober Mr. Wences Rey B. Dela Peña Ms. Mylesa C. Marsado Ms. Gretchen Mae M. Prado Mr. Jovic C. Adlawan	<ul style="list-style-type: none"> Plan, organize and execute various socio-cultural activities for the department Promote and facilitate faculty, staff and students' participation in the socio-cultural activities of the department



DEPARTMENT OF AGRONOMY

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VI. Committee on the Physical Facility/Property Chairman: Prof. Ed Allan L. Alcober Member(s): Mr. Wences Rey B. Dela Peña Mr. Teodomero C. Ratilla Mr. Clemente N. Marañan, Jr. Mr. Andreo P. Villocino	<ul style="list-style-type: none"> Oversees the maintenance of cleanliness of classrooms, offices, and surrounding of the department Provides recommendation for cost cutting measures and facility improvements (building, classrooms, office, etc.) to the unit head
VII. Tree Planting Coordinator Mr. Wences Rey B. Dela Peña	<ul style="list-style-type: none"> Disseminates information to the students regarding tree planting schedule Facilitates the printing of tree planting certificate
VIII. Committee on Sports Chairman: Mr. Wences Rey B. Dela Peña Member(s): Mr. John O. Saladaga Ms. Mary Ann L. Maskariño Ms. Milea C. Marsado Ms. Gretchen Mae M. Prado Ms. Lovely V. Paderes Mr. Joseph B. Merano	<ul style="list-style-type: none"> Facilitates, promotes and encourages participation on sport fest event/activity of the university among the faculty and staff members of the department Attend meetings on sport related activities
IX. Committee on Research Chairman: Dr. Berta C. Ratilla Member(s): Dr. Luz G. Asio Mr. Quimson R. Cañete	<ul style="list-style-type: none"> Facilitates the coordination and management of the research programs and activities of the department Oversees the efficient utilization of resources for research Monitors and evaluates activities of the research unit's support staff
X. Committee on Extension Chairman: Prof. Ed Allan L. Alcober Member(s): Dr. Mariedith I. Bagarinao Mr. Wences Rey B. Dela Peña	<ul style="list-style-type: none"> Supervises the extension activities, and consolidate and integrate reports on the significant output/outcomes of the department extension project. Acts as focal person in the department for any extension activities and collaboration Lead in conceptualizing and organizing extension proposal
XI. Gender and Development Coordinator Chairman: Dr. Mariedith I. Bagarinao Assistant(s): Ms. Mary Ann L. Maskariño	<ul style="list-style-type: none"> Prepare GAD checklist of different proposal Participate gender and development related activities of the university.
XII. Student Counseling/DBGF Dr. Luz G. Asio	<ul style="list-style-type: none"> Attend and respond to student's academic related concerns/issues Provide guidance or intervention to support students' academic needs
XIII. Department Secretary Ms. Mary Ann L. Maskariño	<ul style="list-style-type: none"> Performs accurate records and documentation of the discussion during the meeting Maintain an organize documents/records of minutes both physical and electronic
XIV. OBE Committee Chairman: Dr. Luz. G. Asio Member(s): Dr. Berta C. Ratilla Dr. Mariedith I. Bagarinao	<ul style="list-style-type: none"> Assess the alignment of course content, teaching and learning strategies, and assessment task with the define outcomes Promotes teamwork among faculty to ensure consistency and alignment in OBE implementation across different courses and programs
XV. Petty Cash Custodian Mr. Quimson R. Cañete	<ul style="list-style-type: none"> Manages the disbursement of the petty cash fund Maintain and keep an accurate record of all transactions of each disbursement

Vision: A global green university providing progressive leadership in agriculture, science & technology, education and allied fields for societal transformation.

Mission: To produce graduates equipped with advanced knowledge and lifelong learning skills with ethical standards through high quality instruction, innovative research, and impactful community engagements.

	<ul style="list-style-type: none"> • Prepare liquidation of petty cash fund for replenishment
XVI. Alumni Communicator Dr. Mariedith I. Bagarinao	<ul style="list-style-type: none"> • Act as alumni focal person in the department • Facilitate important information and document related to alumni association activities
XVII. Internship/OJT/ Program Coordinators Coordinator: Assoc. Prof. Ed Allan L. Alcober Assistant Coordinator: Dr. Ma. Gweneth M. Abit	<ul style="list-style-type: none"> • Spearhead the internship/OJT orientation of the major students • Facilitate and assign students to their respective HEI area. • Supervise the development and implementation of an internship program
XVIII. Student Assistant Coordinator Dr. Mariedith I. Bagarinao	<ul style="list-style-type: none"> • Organize, assign and supervise the work schedule of the student assistant in the department
XIV. Committee on Internationalization Chairman: Dr. Ma. Gweneth M. Abit Members: Mr. Quimson R. Cañete Dr. Ulysses A. Cagasan Ms. Mary Ann L. Maskariño XVV. Library Custodian: Mr. Rolly O. Modina	<ul style="list-style-type: none"> • Spearhead in the formulation of strategies and policies regarding internationalization of the department. • Facilitate in the academic and or research collaborations with foreign institutions in the department. • Assist in the internationalization efforts of both the department and the university.

Submitted by:


LUZ C. ASIO, PhD
Head, DA

Recommending Approval:

SUZETTE B. LINA, PhD
Dean, FAFS

Approved by:

ROTACIO S. GRAVOSO, PhD
Vice-President for Academic Affairs

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