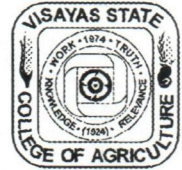


VISAYAS STATE COLLEGE OF AGRICULTURE

Baybay, Leyte, Philippines
Office of the President



5 October 2000

MEMORANDUM CIRCULAR NO. 82
Series of 2000

**T O: All Office/Department Heads and Center Directors
and ViSCA Staff Housing Occupants**

R E: Revised Housing Guidelines

Please be informed that the attached Revised ViSCA Staff Housing Guidelines has been approved and the implementation of all pertinent provisions made effective immediately after the meeting on 28 August 2000. However, the provision in the renewal of housing contracts for existing housing occupants shall be made effective in January 2001.

This Office hereby reminds ViSCA staff who are still storing flammable and dangerous materials to take the necessary steps to comply with the Revised Housing Guidelines. Likewise, ViSCA staff who are considered "lone awardee" in a family housing unit and those who have houses within the 8-kilometer radius of ViSCA are reminded to accommodate a regular staff of their choice who are in the list of housing applicants.

For information, guidance and compliance.


PACIENCIA P. MILAN *PT*
President

cc: Housing Committee Members
Records Div.
File

ViSCA STAFF HOUSING GUIDELINES

(Revised on July 2000, Approved by ADCO on August 28, 2000)

I. INTRODUCTION

Staff housing is a major component of a comprehensive ViSCA development program. However, due to the lack of funds to build additional staff housing facilities, accommodating all ViSCA employees is not possible. In order to effectively respond to the housing needs of ViSCA employees, there is a need for equitable policies and justifiable housing rules and regulations. Hence, the revision of the ViSCA Housing Guidelines.

II. JURISDICTION OF THE HOUSING COMMITTEE

All building/housing structures on campus either constructed by the college or by its employees and utilized for residential purposes shall be under the jurisdiction of the Housing Committee.

III. PROCEDURE IN AWARDING COLLEGE-OWNED STAFF HOUSES

- A. The Chairman of the housing committee announces the availability of a staff house through notices to the different departments/offices/units of the College and through the Housing Committee Bulletin Board.
- B. Interested staff member applies for a staff house using the prescribed Staff Housing Application Form to be submitted in 6 copies to the Secretary of the Housing Committee.
- C. Upon receipt of application for housing, the Housing Committee shall verify from the Personnel Office employment status and other pertinent data relative to all applicants prior to deliberation or action.
- D. The Housing Committee processes all application forms and makes its recommendation to the College President. The College President or his/her representative duly authorized for the purpose acts on the recommendation of the Staff Housing Committee for the awarding of staff houses.
- E. The Housing Committee notifies the awardees and prepares the housing contracts and other documents.
- F. The awardee and/or head of the family given a staff housing unit shall pay to the College Cashier a non-refundable housing fee as follows:

- | | |
|----------------------------|----------------|
| 1. Bachelor/Bachelorettes | - P500per unit |
| 2. Apartments 1 to 66 | - P1,000 |
| 3. Apartments 67 to 92 | - P1,500 |
| 4. Old Cottages | - P1,000 |
| 5. Duplex/Farmer's Village | - P1,200 |

- | | | | |
|----|--|---|------------------|
| 6. | PCARRD Housing | - | P1,500 |
| 7. | Cottages (Dr. S. S. Go & Dr. E. R. Ponce | - | P2,000 |
| 8. | Yakal and IH | - | P200 per awardee |

- G. Only married occupants of the International House and Yakal Cottage may opt to transfer to another unit subject to availability of vacant housing units and if they qualify based on the Housing Guidelines. Otherwise, occupants of housing units are not allowed to transfer to another unit.
- H. The FARMI housing unit shall be reserved as temporary housing for consultants of the College.
- I. The President has the prerogative to assign a housing unit to recruits (badly needed) whose expertise cannot be provided by the existing staff.

IV. CRITERIA FOR ALLOCATION OF STAFF HOUSES

Generally, allocation of points shall be determined by the corresponding salary grade of the position.

- A. Points shall be determined according to the corresponding salary grade (SG) and step increments of the regular plantilla position as fixed by the DBM, i.e., SG 1 is 1 point, SG 1 step 5 is 1.5 points, etc.
- B. Additional points shall be credited for special assignments as follows:

Vice President	15 points
Director/Center Heads	10 points
Dept. Heads	7 points
Office Heads	5 points

Those who have been awarded and already occupying a unit shall not be allowed to transfer.

- C. Length of Service in ViSCA

One point for every year of service with a maximum of fifteen (15) points.

- D. Size of the Family

- 1. One (1) point for every immediate member (spouse and children) of the family. However, the maximum number of children to be entitled to one (1) point each is only four (4) or a maximum of four (4) points.
- 2. Applicants with children living with the family who are regular employees in ViSCA shall be given corresponding points in accordance with the criteria.

V. STAFF HOUSING RULES AND REGULATIONS

1. The Physical Plant Office (PPO) shall conduct inspections every quarter and make reports on the prevailing conditions including the construction of extension and annexes of the staff houses to the President through the Housing Committee.
2. Major repairs, renovations, alteration of housing fixtures and additional construction/extension within the staff housing area must first be approved by the ViSCA President through the Housing Committee and to be supervised by PPO.
3. Minor repairs shall be shouldered by the occupant. However, if defects are existing before occupancy, cost of repairs shall be borne by the Administration, subject to availability of funds.
4. The occupants should pay promptly the electricity and water consumption including garbage collection fee when applicable.
5. Any occupant shall not put/install/stock any flammable liquid, gas, or any other hazardous chemicals and dangerous materials in the housing unit and its perimeter.
6. The regular occupant shall recommend for approval by the President through the Housing Committee the temporary occupants of the staff house if he goes on an approved leave *provided that the recommended sub-leasees are employed by the College.*
7. Raising of hogs/poultry shall not be permitted. However, raising of dogs may be allowed, one for apartment units and a maximum of 2 for cottages, *provided that the dogs shall be tied at all times, immunized and their surroundings shall be well-maintained.*

Stray dogs shall be impounded and the owner shall be notified immediately. The owner must pay an impounding fee of P100 per day. Impounded dogs not claimed after 3 days shall automatically be donated to DASVM for instructional/research purposes.
8. Gambling in any form and excessive drinking of hard liquor in the staff house and in its vicinity are prohibited.
9. Occupants should at all times follow strictly Staff Housing and Health Sanitation Rules and Regulations issued by the College.
10. Noise pollution should be minimized/controlled and neighborhood rights should be respected. Staff housing occupants should lower the volume of their stereo sets, radios, other electronic musical instruments, etc. Extension of backyard rights and trespassing beyond the allowable limits by staff occupants should be avoided.

11. Upon retirement or death of the principal (whose spouse is not employed in ViSCA) the occupant should vacate the staff house not later than 6 months unless the spouse, the son or daughter who is a regular employee of the college has enough points to entitle him/her to a staff housing. However, he may apply for an extension period of another 6 months, subject to the approval of the President through the Housing Committee. In case the retiree vacates the housing unit before 6 months, such unit shall be turned over completely to the Property Officer.
12. Any staff house occupant who resigns or is separated from the service other than by retirement should vacate the staff house not later than thirty (30) days from his resignation or separation and shall turn over the housing unit to the Property Officer. A reminder shall be sent by the Housing Committee to the occupant before the 30-day expiration date. Failure to vacate the unit after 30 days, the occupant shall be charged with storage fee in the amount of ONE HUNDRED PESOS (P100.00) per day. However, the occupant may appeal to the President for an extension of another 30 days after separation.
13. Employed children of retirees who are occupying the same unit with their parents must apply and be evaluated based on the Housing Criteria and guidelines.
14. Transient occupants (those staying to rest during noontime only or occasional visits) shall not be given points. Willful inclusion of a staff member's name in the application without the intention of occupying the unit with other staff members or declaration of any false information shall be ground for disqualification and/or may be a cause for revocation of the contract awarded to group. Revocation of contract shall also include in cases when the awardee is no longer regularly occupying the unit.
15. Any lone awardee occupying a family housing unit other than the International House and Yakal Cottage must share the housing unit with a regular ViSCA employee who qualifies for a housing unit. The occupant is given the prerogative to choose among the ranking applicants.
16. Housing units awarded to two or more applicants in order to meet the required points must be re-evaluated when the awardees leave the said housing unit.
17. Two married couples shall not be awarded with the same housing unit.
18. Those occupants who owned a housing unit within 8-kilometer radius from ViSCA shall not be ejected, provided he/she accommodates a regular staff on his/her housing unit 6 months after due notification. Otherwise, the housing contract of the occupant referred herein shall be terminated one year upon receipt of notice. However, he/she shall be given the prerogative to choose among the waitlisted housing applicants.

This provision does not apply to the ViSCA President and College Physicians.

19. The staff housing contract shall be automatically terminated for any of the following reasons:
 - a. Gross violation of any of the staff housing rules and regulations;
 - b. The leasee ceases to be employed by ViSCA;
 - c. The leasee fails to return to ViSCA after the termination of the approved leave of absence (with or without pay); and
 - d. The leasee fails to conform with the terms of the contract.

In case of court litigation arising from breach of the terms of the contract on the part of the leasee, the lessor shall be entitled to collect liquidated damages, attorney's fees, and other legal expenses incurred.

VI. CONTRACT RENEWAL

All staff housing contracts are renewable every five (5) years.