



# VISAYAS STATE COLLEGE OF AGRICULTURE

Baybay, Leyte

## *Office of the President*

August 20, 1998

MEMORANDUM NO. 85  
Series of 1998

- T O: **All Academic/Research Staff**
- R E: Accepting Research and Teaching Commitments With Outside Agencies Without Sanction from the College

Information has been brought to the attention of the Academic Personnel Board that some ViSCA staff members accept research commitments and teaching assignments from other government agencies and private firms without sanction from the Office of the Director of Research and Development or Office of the Director of Instruction. In fact, some even receive honoraria directly from agencies concerned. The use of official time, College facilities and even support staff for unauthorized activities is prohibited by the Anti-Graft Law.

In view of this, all staff members are reminded to first seek official approval from the ODRD or ODI before accepting research or teaching assignments from outside agencies. In addition, no staff members should enter into any contract for the conduct of research activities or accept any appointment to teach without the written approval to do so from the aforementioned offices. ViSCA staff members who are conducting unauthorized research or teaching activities are advised to immediately see the Director of Research and Development or the Director of Instruction for proper documentation.

Please be guided accordingly.

  
**SAMUEL S. GO**  
President