



# Visayas State University

Visca, Baybay City, Leyte 6521-A

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Office of the President

8 April 2016

MEMORANDUM NO. 99

Series of 2016

T O: Prof. Maria Aurora Teresita W. Tabada - Chairperson  
Dr. Dilberto O. Ferraren - Member  
Dr. Roberto C. Guarte - Member  
Dr. Editha G. Cagasan - Member  
Dr. Dennis P. Peque - Member  
Ms. Asteria A. Sevilla - Secretary

R E: Investigation Committee

With Prof. Maria Aurora Teresita W. Tabada as Chairperson and Ms. Asteria A. Sevilla as Secretary, please constitute yourselves into a committee to investigate the complaint filed by Mr. Nicomedes R. Borines against Dr. Annie P. Gravoso and Mr. Alvin I. Albaladejo. Attached are pertinent documents for your reference.

Please submit your report on or before May 30, 2016.

  
EDGARDO E. TULIN  
President

29 March 2016

**DR. EDGARDO E. TULIN**

President

Visayas State University

VSU, Visca, Baybay City

Leyte

Dear Dr. Tulin;

Please find attached Complaint Affidavit against DR. ANNIE P. GRAVOSO and MR. ALVIN I. ALBALADEJO for Dishonesty, Grave Misconduct, and Falsification of Official Document. This is in view of the dismissal (without prejudice) of the letter-complaint addressed to your end dated 13 August 2015, a copy of which is hereto attached for easy reference. The foregoing complaint complies with the requirement mentioned under Section 11 of Rule 3 of the Revised Rules on Administrative Cases in the Civil Service (RRACCS).

Thank you and I hope you will find them in order.

Respectfully yours,

  
**NICOMEDES R. BORINES**

Attachments:

Letter dated 13 August 2015;

Complaint Affidavit;

Permit to Conduct Make-up Class for 25 July 2015 (certified true copy from the original);

Permit to Conduct make-up Class for 26 July 2015 (certified true copy from the original); and

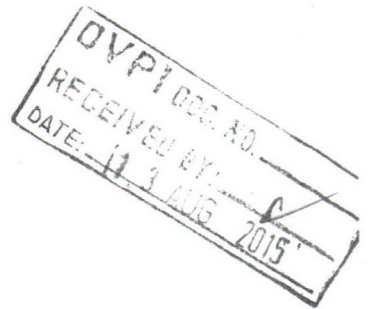
Daily Time Record of Mr. Albaladejo for the month of July 2015 (certified true copy from the original)

Endorsement to APB

13 August 2015

**DR. EDGARDO E. TULIN**

VP for Instruction & APB Chairman  
Visayas State University  
VSU, Visca, Baybay City



Dear Dr. Tulin:

This is a comment to what appears to be an anomalous deed perpetrated by a part-time instructor in the Department of Liberal Arts & Behavioral Sciences (DLABS).

To set the matters straight, a Permit to conduct make-up classes was filed and secured by the instructor concerned for the period July 25 and 26, 2015. However, the instructor failed to come on the scheduled dates.

While attendance to scheduled make-up classes may not be very compulsory on the part of the instructor concerned (as he may advance and feign valid reasons for his absence), however, the duly approved Permit should not be used to justify in filling-up the Daily Time Record (DTR). The law provides that the DTR shall be filled-up in accordance with the actual service rendered in relation to the duly approved workload. Please find Permits and DTR for July 2015 hereto attached and marked as Annex "A", Annex "B", and Annex "C", respectively. A perusal of Annex "C" would reveal that he has rendered services on July 25 (Saturday) and July 26 (Sunday). This coincides with Annex "A" and Annex "B". However, in July 25 (marked as Annex "C-1"), his service started at 7am until 12 noon which is contrary to what is reflected in Annex "A" which is from 2-3pm and 3-4pm. Consequently, his total number of hours rendered for that particular day is seven (&) hours as against the approved number of hours which is two (2) hours. What makes the matter worst is the fact that he never conducted make-up classes on said dates.

Dishonesty, by the way, is a grave offense. The same is punishable by dismissal under Civil Service Rules. Also, the concerned part-time instructor may be held liable under Article 19 of the New Civil Code (NCC), to wit: "Every person must, in the exercise of his rights and in the performance of his duties, act with justice, give everyone his due, and observe honesty and good faith". In failing to perform his duty, he did not give everyone his due; in filling-up his DTR on the dates he did not render actual service, he did not observe honesty and the same was done not in good faith.

Students will not come in the open to complain for the absence or non-appearance of the instructor (during make-up classes) for obvious reason/s.

I hope the appropriate committee shall conduct a thorough and an impartial investigation on this matter and appropriate sanctions be meted for such malfeasance and misfeasance.

Thank you very much.

Respectfully yours,

**NICOMEDES R. BORINES**



Republic of the Philippines)  
Baybay City ) s.s.

### COMPLAINT AFFIDAVIT

I, **NICOMEDES R. BORINES**, Filipino, of legal age, married, with residence at Brgy. Candadam, Baybay City, Leyte hereby files this administrative complaint for **Dishonesty, Grave Misconduct and Falsification of Official Document** against the following persons:

1. **ANNIE P. GRAVOSO** – Dept. Of Liberal Arts and Behavioral Sciences (DLABS) of VSU; and
2. **ALVIN I. ALBALADEJO** – Part-time Instructor of DLABS of VSU

The complaint is based on the following facts:

Prior to July 25, 2015, Permits to Move Class Outside of Regular Schedule was filed by and issued to Mr. **ALVIN I. ALBALADEJO** for the following subjects: Life and Works of Rizal (ScSc-16) and Philippine History (ScSc-15). Please find Annex "A" and Annex "B", respectively, hereto attached. The foregoing Permits were duly approved by the proper authorities of VSU. Please refer to Annex "A-1", "A-2", "A-3", and "A-4" of Annex "A"; and, Annex "B-1", "B-2", "B-3" and "B-4" of Annex "B". Thus, in the Daily Time Record (DTR) for the month of July 2015, a copy of which is hereto attached and marked as Annex "C", submitted to Dr. **ANNIE P. GRAVOSO** (department head), corresponding entries were made thereon with respect to time of arrival and time of departure in the 25th and 26th (Saturday and Sunday), respectively. A close perusal of the approved permit, specifically Annex "A" hereof, would indicate absence of request to hold make-up classes during the morning of July 25, 2015. However, Mr. Albaladejo made it appear that he conducted make-up classes in the morning of July 25 for five (5) consecutive hours by placing entries thereon. Consequently, his total contact hours allegedly rendered for that particular day is seven (7) hours instead of two (2) hours as approved in the foregoing permit. Hence, the entries made thereon (July 25) do not coincide with what is reflected in Annex "A". What makes the matter worst is the fact that he allegedly never conducted make-up classes on the dates specified in the permits. Please take note that part-time instructors are compensated based on actual contact hours rendered. Such contact hours are reflected in the Daily Time Record duly accomplished by the person concerned and submitted to the department head for further certification. The law provides that filling-up the DTR must be done in all honesty and in good faith. In this case, DR. **ANNIE P. GRAVOSO** in the DTR submitted by Mr. Alvin I. Albaladejo, jointly and severally "certified on her honor that the entry made therein is a true and correct report on the hours performed made daily at the time of arrival(s) and departure(s)". Please see Annex "C-2" in Annex "C" hereto attached. Dr. Gravoso affixed her signature to pervert the truth in spite of the manifest discrepancy noticeable in the documents. The issuance of such certification is related to or connected with the performance of the official function and duties attached to her office as such. Dr. Annie P. Gravoso knew of this incident as it was complainant who orally informed her based on feedbacks complainant received from students concerned. But, instead of conducting a thorough verification on the information, Dr. Gravoso advised Mr. Albaladejo: (1) to deny the existence of such malfeasance/misfeasance; (2) to produce a statement from the students concerned and to be signed by them that such information is not true; and, (3) to ask the Personnel Department to adjust his compensation (deducting the amount corresponding to the time involved in the controversy) to whatever amount he may receive in the month thereafter. One may only speculate that there could be collusion between the two (2) persons complained of based on the foregoing facts and circumstances. Dr. Gravoso may have previously known of similar deeds of Mr. Albaladejo in the past or she may have received benefits, pecuniary or otherwise, from the deed such that she never did anything to arrest the situation. Further, the intent to misled



and to cover-up the anomaly is expressly shown in the favorable recommendation/endorsement forwarded to the Academic Personnel Board (APB) by DLABS where she was the department head, rehiring said part-time instructor for the second semester of school year 2015-2016. Please find Annex "D" hereto attached.

**PRAYER**

In view of the foregoing, it is respectfully prayed that the above-named persons complained of be charged administratively for Dishonesty, Grave Misconduct, and Falsification of Official Document.

IN WITNESS WHEREOF, I have hereunto affixed my signature this 28th day of March 2016 at Baybay City.

  
**NICOMEDES R. BORINES**  
Affiant




**SUBSCRIBED AND SWORN** to before me this 28th day of March 2016 at Baybay City. Affiant exhibited to me his Driver License bearing number HO3-90-013185 containing his picture and signature as competent evidence of his person.

  
**RACHEL R. ABADIANO**  
PROSECUTOR II

**VERIFICATION AND CERTIFICATION OF NON-FORUM SHOPPING**

I, **NICOMEDES R. BORINES**, of legal age, a resident of Brgy. Candadam, Baybay City after duly sworn in accordance with law depose and state that: I am the complainant in the foregoing case; I caused the preparation of the foregoing complaint; I have read the contents thereof and the facts stated therein are true and correct based on my personal knowledge and on the basis of copies of documents in my possession; I have not commenced any other action or proceeding involving the same issues in any court, tribunal or agency; to the best of my knowledge and belief, no such action or proceeding is pending in any court, tribunal or agency; and, If I should thereafter learn that a similar action or proceeding has been filed or is pending before any court, tribunal or agency, I undertake to report that fact within five (5) days therefrom to this Honorable Office.

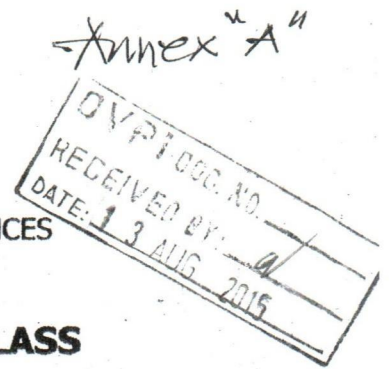
  
**NICOMEDES R. BORINES**  
Affiant



**SUBSCRIBED AND SWORN** to before me this 28th day of March 2016 at Baybay City. Affiant exhibited to me his Driver License bearing number HO3-90-08135 containing his picture and signature as competent evidence of his person.

  
**RACHEL R. ABADIANO**  
PROSECUTOR II

VISAYAS STATE UNIVERSITY  
Visca, Baybay, Leyte  
DEPARTMENT OF LIBERAL ARTS AND BEHAVIORAL SCIENCES



**PERMIT TO GIVE EXAMINATION/MOVE CLASS  
OUTSIDE OF REGULAR SCHEDULE**

Course Number: SCSC 16 Course Title: Life and Works of Rizal  
☒ Lecture ☐ Laboratory Regular Class Schedule: 9-10, 5-6 MWF

This is to request to ☐ hold exam ☒ move class outside of the regular schedule to (date)  
on July 25, 2015 at (time) 2-3, 3-4 at the (venue) DLABS 5D  
because of the following reasons:

- ☐ Exam is departmental and students taking the exam belong to different sections.  
☒ Regular meeting day has been declared a holiday  
☐ Others (specify) \_\_\_\_\_

I hereby certify that the above schedule is agreed upon by all the students concerned and not in conflict with any calendared college activity. Students who cannot take the exam/attend the class due to justifiable reason agreed to make up at a convenient time.

ALVIN F. ALBALADEJO  
Signature Over Printed Name of the  
Faculty

Recommending Approval:

ANNIE P. GRAVOSO  
Department Head

Annex "A-1"

NOTED:

ELIEZER VELASCO  
University Registrar

Annex "A-2"

MANOLO B. LORETO  
Dean, USSO

Annex "A-3"

APPROVED:  
REMBERTO A. PATINDOL  
College Dean

Annex "A-4"

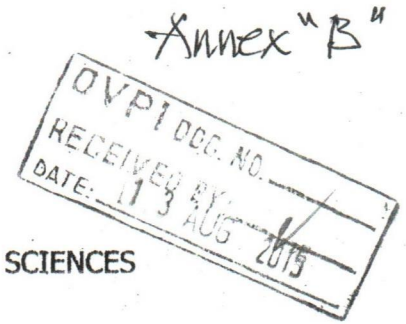
**CERTIFIED XEROX COPY**

cc: OVPI

3/28/14



VISAYAS STATE UNIVERSITY  
Visca, Baybay, Leyte  
DEPARTMENT OF LIBERAL ARTS AND BEHAVIORAL SCIENCES



**PERMIT TO GIVE EXAMINATION/MOVE CLASS  
OUTSIDE OF REGULAR SCHEDULE**

Course Number: SCSC 15 Course Title: Philippine History  
☒ Lecture ☐ Laboratory Regular Class Schedule: 12-1 MWF 10-11:30, 4-5:30 TTTH

This is to request to ☐ hold exam ☒ move class outside of the regular schedule to (date)  
on July 26, 2015 at (time) 8:30-10, 10-11:30, 2-3 at the (venue)  
DLABS SB because of the following reasons:

- ☐ Exam is departmental and students taking the exam belong to different sections.  
☒ Regular meeting day has been declared a holiday  
☐ Others (specify) \_\_\_\_\_

I hereby certify that the above schedule is agreed upon by all the students concerned and not in conflict with any calendared college activity. Students who cannot take the exam/attend the class due to justifiable reason agreed to make up at a convenient time.

ALVIN I. ALBALADEJO  
Signature Over Printed Name of the  
Faculty

Recommending Approval:

ANNIE P. GRAVOSO  
Department Head

Annex "B-1"

NOTED:

ELIEZER VELASCO  
University Registrar

Annex "B-2"

MANOLO B. LORETO  
Dean, USSO

Annex "B-3"

REMBERTO A. PATINDOL  
College Dean

Annex "B-4"

**CERTIFIED XEROX COPY**

cc: OVPI

3/28/16

OVPI 003. NO.

RECEIVED BY:

DATE: 11 3 AUG 2015

Annex "C"

## DAILY TIME RECORD FOR PART-TIME INSTRUCTORS

Name: ALBALADEJO, ALVIN I

For the Month of: July

Department: DLABS

Year: 2015

DAY	AM						PM						DAILY TOTAL (hours)
	ARR	DEP	ARR	DEP	ARR	DEP	ARR	DEP	ARR	DEP	ARR	DEP	
1	9:00	10:00					12:00	2:00	4:00	6:00			5
2	7:00	8:30			10:00	11:30	11:30	1:00	4:00	5:30			6
3	9:00	10:00					12:00	2:00	4:00	6:00			5
4	S												
5													
6	9:00	10:00					12:00	2:00	4:00	6:00			5
7	7:00	8:30			10:00	11:30	11:30	1:00	4:00	5:30			6
8	9:00	10:00					12:00	2:00	4:00	6:00			5
9	7:00	8:30			10:00	11:30	11:30	1:00	4:00	5:30			6
10	9:00	10:00					12:00	2:00	4:00	6:00			5
11	S												
12													
13	9:00	10:00					12:00	2:00	4:00	6:00			5
14	7:00	8:30			10:00	11:30	11:30	1:00	4:00	5:30			6
15	9:00	10:00					12:00	2:00	4:00	6:00			5
16	7:00	8:30			10:00	11:30	11:30	1:00	4:00	5:30			6
17	S												
18													
19													
20	9:00	10:00					12:00	2:00	4:00	6:00			5
21	7:00	8:30			10:00	11:30	11:30	1:00	4:00	5:30			6
22	9:00	10:00					12:00	2:00	4:00	6:00			5
23	7:00	8:30			10:00	11:30	11:30	1:00	4:00	5:30			6
24	9:00	10:00					12:00	2:00	4:00	6:00			5
25	7:00	12:00	Annex "C-1"					2:00	4:00				7
26	8:30	11:30					2:00	3:00					4
27	9:00	10:00					12:00	2:00	4:00	6:00			5
28	7:00	8:30			10:00	11:30	11:30	1:00	4:00	5:30			6
29	9:00	10:00					12:00	2:00	4:00	6:00			5
30	7:00	8:30			10:00	11:30	11:30	1:00	4:00	5:30			6
31	9:00	10:00					12:00	2:00	4:00	6:00			5
GRAND TOTAL													130

I HEREBY CERTIFY on my honor that the above record is a true and correct report on the hours of work performed made daily at the time of arrival(s) and departure(s).

Signature of Part-time Instructor

ANNIE P. GRAVOSO

Printed Name and Signature of Dept. Head

Annex "C-2"





**VISAYAS STATE UNIVERSITY**  
**DEPARTMENT OF LIBERAL ARTS AND BEHAVIORAL SCIENCES**  
College of Arts and Sciences  
6521 -A Visca, Baybay, Leyte  
Tel. No. (053) 335-2636



Annex "D"

September 22, 2015

Dr. Jose L. Bacusmo  
University President  
VSU, Visca, Baybay, Leyte

Thru: Dr. Edgardo E. Tulin  
Vice-President for Instruction &  
Chair, Univ. Academic Personnel Board

Dear Pres. Bacusmo:

The DLABS Academic Personnel Committee requests to rehire the following part-time instructors of the Department of Liberal Arts and Behavioral Sciences for the second semester of school year 2015-2016:

- |                                  |                                    |
|----------------------------------|------------------------------------|
| 1. Mr. Alvin I. Albaladejo       | 16. Ms. Noemi Elisa Lesidan        |
| 2. Mr. Arian G. Acampado         | 17. Ms. Lota Llave                 |
| 3. Mr. Christian N. Bacolod      | 18. Mr. Teddy B. Matunog           |
| 4. Mr. Ruben O. Balotol, Jr.     | 19. Mr. Estanislao M. Mejia        |
| 5. Ms. Ronette Bathán            | 20. Mr. Jams Ian B. Nuñez          |
| 6. Ms. Kristine Gil Belarmino    | 21. Mr. Aldrin R. Palermo          |
| 7. Ms. Anna Patrice Borneo       | 22. Ms. Deona Faye S. Pantas       |
| 8. Ms. Jessa P. Cabaña           | 23. Mr. Rene S. Puson              |
| 9. Ms. Grace Jayne P. Dingal     | 24. Ms. Gernah May Santianes       |
| 10. Ms. J-Annie G. Ebit          | 25. Mr. Mervin Fredrick G. Soon    |
| 11. Mr. Beljun P. Enaya          | 26. Ms. Ritche M. Suarez           |
| 12. Mr. Marvin E. Estillore      | 27. Ms. Precious Elaine D. Tubigan |
| 13. Mr. Errol C. Fernandez       | 28. Ms. Flormary-al L.Varron       |
| 14. Ms. Jeliane Mae G. Francisco | 29. Ms. April Rose P. Villaber     |
| 15. Ms. Flora Mae A. Galenzoga   |                                    |

Attached is the projected faculty workload for second semester of school year 2015-2016 and the results of teaching performance evaluation.

PHOTOCOPY  
ORIGINAL  
LORENZO P. GAND  
DIRECTOR IDAHRC  
DATE: \_\_\_\_\_

We hope this request merits your approval.

Very truly yours,

DLABS Academic Personnel Committee

*Shandy*  
SHANDY MARIE A. MIOT  
Member

*Julie*  
JULIE ANN S. CORDOVA  
Member

*Rhodora*  
RHODORA A. BANDE  
Member

*Al*  
AL FRANJON M. VILLAROYA  
Member

*Seregena*  
SEREGENA RUTH L. MARTINEZ  
Member

*Annie*  
ANNIE P. GRAVOSO  
Chair

Recommending Approval

*Remberto*  
REMBERTO A. PATINDOL  
Dean, College of Arts and Sciences

*Edgardo*  
EDGARDO E. TULIN  
Vice President for Instruction

*PPB* *10/6/15*  
Except Mr. *Albareda* who is *comparing*  
held pending with the *installation*  
check by Mr. *Bains* is *settled*

Approved:

*[Signature]*

CERTIFIED PHOTOCOPY  
FROM THE ORIGINAL

*8*  
LOUISE R. CAND  
DIRECTOR, OAHRD

DATE: \_\_\_\_\_