

6. Utilization of manpower must be maximized in view of increasing restriction on creation of new positions and limited resources.

January 23, 1992

MEMORANDUM NO. 5  
Series of 1992

7. The ODRM Director is hereby advised to submit to this office a report of his general assessment based on Items 4 and 5 by Feb. 15, 1992. In case clarification is needed by this office, ODRM must keep record of individual assessment with respect to Items 3 and 4.

T O: The Directors

For ODRM: FARM  
FRONT: RCHC  
NARC: CSH

R E: Formulation and Approval of Framework

Using the NARC's CY 1991-2000 program as reference and taking into consideration the budgeting procedures adopted by DEN and by VISCA, I would like the Directors to take note of the following:

1. Long-term planning must be adopted based on a carefully formulated framework.
2. The Office of the President will only act on the research framework of the centers and institute. ODRM shall be responsible in determining the specific projects to be implemented guided by the annual budget allocated by VISCA for research operation.
3. Each center/institute must have a core program based on its approved thrusts which must be given priority. While the College continues to encourage generation of external funds, the corresponding projects must be supportive of VISCA's thrusts. VISCA should not merely accept external projects for the sake of inviting funds if they are not supportive of VISCA's own thrusts.
4. The respective directors in close coordination with ODRM must see to it that every member of his/her unit performs his/her function with at least the minimum workload. Any under-loading should not be tolerated for two (2) successive years. Likewise, any full-time member of a center/institute whose teaching load is greater than the research load for two successive semesters must be justified. (Conversely, any member of an academic unit who continually carries more research load than teaching must be examined carefully.)
5. ODRM is advised to immediately conduct a review of existing center/institute programs and make sure that Item 3 is properly observed.

VISAYAS STATE COLLEGE OF AGRICULTURE  
Baybay, Leyte

OFFICE OF THE PRESIDENT

6. Utilization of manpower must be maximized in view of increasing restriction on creation of new positions and limited resources.

January 27, 1992

7. The COREX Director is hereby advised to submit to this office a report of his general assessment based on Items 4 and 5 by Feb. 15, 1992. In case clarification is needed by this office, COREX must keep record of individual assessment with respect to Items 3 and 4.

MEMORANDUM NO.  
Series of 1992

For guidance of all concerned:

R E: Designation as Officer-in-Charge of the College

You are hereby designated Officer-in-Charge of the Visayas State College of Agriculture, Baybay, Leyte effective tomorrow, January 28, 1992 until my return.

cc: CDI  
CVPAA  
I will be in Tagbilaran, Bohol to attend court hearing Bacareza case; attend meetings with AAACUP and PASUC; and conferences at DSAC, CLSU and PCARRD.

As OIC, you are authorized to discharge the functions of the Office of the President in addition to your duties and responsibilities as VicePresident for Academic Affairs.

M. R. VILLANUEVA  
President

cc: Dept/Center/Office Heads