

VISAYAS STATE COLLEGE OF AGRICULTURE
Baybay, Leyte
OFFICE OF THE PRESIDENT

March 5, 1997

MEMORANDUM NO. 26
Series of 1997

T	O: Director, OSA Chief Security Officer NCO-ROTCU Dormitory Manager Administrative Officer Department Head of the Erring Student	<ul style="list-style-type: none">- Chairman- Member- Member- Member- Secretary- Invited
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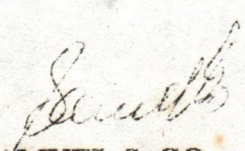
SUBJECT: Student Disciplinary Tribunal

You are hereby directed to constitute the Student Disciplinary Tribunal effective immediately:

The Tribunal shall have the following functions:

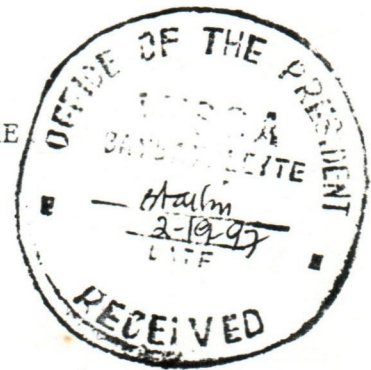
1. In close cooperation with the counseling and testing section of the Office of Student Affairs (OSA), it shall identify the most serious behavior problems among students and propose strategies for correctional measures.
2. Guided by the ViSCA Code, it will come up with alternative disciplinary measures that are specific, useful and punitive. Where the Code does not provide any punishment, e.g., use of drugs, the board shall come up with proposals.
3. Follow up the disciplinary action imposed and evaluate the results in cooperation with the counseling section.
4. Conduct information campaign on the observance of college rules and regulations.
5. Conduct investigations of cases presented to the Board and submit recommendations to the President.

Please be guided accordingly.


SAMUEL S. GO
President


1693


VISAYAS STATE COLLEGE OF AGRICULTURE
Baybay, Leyte




1st Indorsement
February 17, 1997

Respectfully returned to the Office of the President thru the Vice President for Administration recommending approval to the attached proposals of the OSA Director as to the composition of the Student Disciplinary Tribunal and for the hiring of an emergency nurse to monitor health and sanitation of the In and Off-campus student housing. However, it is recommended that the emergency nurse be based at the Infirmary to ensure coordinated medical health services to the studentry, subject of course to his submission of regular reports to the OSA Director.


LOURDES B. CANO
Administrative Officer V

Recommendation Approved:


APPROVED: 
SAMUEL S. CO
PRESIDENT



VISAYAS STATE COLLEGE OF AGRICULTURE

OFFICE OF STUDENT AFFAIRS

Baybay, Leyte 6521-A



January 27, 1997

Dr. Samuel S. Go
President, VISCA
Baybay, Leyte

Sir :

OSA as a part of the whole network system of VISCA in achieving the total growth and development of the studentry presents this proposal:

Part of the components of the Student Welfare Services which OSA centers its thrust this year 1997 is on the areas of: Student Discipline and Student Housing and Boarding Services.

I. Student Discipline: OSA which is staffed with more guidance counselors will concentrate on Guidance Program. The investigation of student disciplinary cases will be with the Student Disciplinary Board/Student Disciplinary Tribunal (current term used) which will composed as follows:

OSA Director	- Chairman
Chief Security	- Member
NCO-ROTCU	- do-
Dormitory Manager	- do-
AO Representative	- Acting Recording Secretary
Department Head of the Erring Student	- Invited

II. Student Housing and Board Services: This section will be concerned with the In and Off Campus Housing. The areas of concerns will branch out from accommodation for board and lodging to supervisions of the health and sanitation.

To achieve our goal it is therefore proposed that OSA be allowed to hire an emergency nurse as additional staff charged to OSA Trust (please find attached proposed budget). Enclosed further is the proposed job description of the emergency nurse for your perusal.

Thank you for your continuous support to OSA's program of activities.

Very truly yours,

Aurora S. Alkino
AURORA S. ALKINO
Director

THE VISCA STUDENT DISCIPLINARY BOARD

Chairman - Prof. Phoebe B. Villanueva
Vice-Chairman - Dr. Paciencia P. Milan
Members: - Dr. Perla Tan
Mr. Wilfredo Valenzona

The VisCA Student Disciplinary Board was created and has been approved by the Board of Trustees under Board Resolution No. 33, s. 1984, and subsequently revised under Board Resolution No. 181, s. 1986.

A. FUNCTIONS

The following are the functions of the VisCA Student Disciplinary Board:

1. In close cooperation with the counseling and testing section of the Office of Student Affairs (OSA), it shall identify the most serious behavior problems among students and propose strategies for correctional measures.
2. Guided by the VisCA Code, it will come up with alternative disciplinary measures that are specific, useful and punitive. Where the Code does not provide any punishment, e.g., use of drugs, the board should come up with proposals.
3. Follow up the disciplinary action imposed and evaluate the results in cooperation with the counseling section.
4. Conduct information campaign on the observance of college rules and regulations.
5. Conduct investigations of cases presented to the Board and submit recommendations to the President.

B. STRUCTURE/ORGANIZATION

Appointed by the College President, the Board will be composed of four members with the Director of Student Affairs as the chairman ex-officio chairman, the Director of Instruction as Vice Chairman. The board members shall include:

1. one senior faculty member;
2. Legal Officer/Administrative Officer of the college.

C. WORKING PATTERN

The Student Disciplinary Board shall only have an appellate jurisdiction of all cases concerning delinquent behavior or rule of law infraction appealed and/or referred to it by the students,