



VISAYAS STATE COLLEGE OF AGRICULTURE

Baybay, Leyte, Philippines

Office of the President

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Memorandum Circular No. 2
Series of 1999

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R E: Creation of a ViSCA-CSI Integration Task Force

In view of the need to put in place the necessary mechanisms for the smooth integration into the ViSCA System of the four CHED Supervised Institutions (CSI's) not later than 31 October 1999, you are hereby designated Chairman, Vice-Chairman and Members of the ViSCA-CSI Integration Task Force.

You are expected to submit a task force report to this office not later than 29 October 1999. All expenses of the task force are chargeable to this office.

Enclosed herewith are the expected outputs for the integration of CSIs with the host SUC.

For your information and guidance.


PACIENCIA P. MILAN
President

Policy Statement and Purpose

Pursuant to the pertinent provisions of Republic Act (RA) No. 7722, otherwise known as the "Higher Education Act of 1994", and Republic Act (RA) No. 8292, otherwise known as the "Higher Education Modernization Act of 1997", and Republic Act No. 8745, otherwise known as the "General Appropriations Act of 1999" and for the purpose of promoting quality education, rationalization of the tertiary education, and maximization of resources, there is a need to develop policies, systems and plans to attain these objectives.

Definition of Terms

For the purpose of integration, the following words or phrases shall have the following operational meanings:

1. Integration - refers to the complete absorption of CSI's, by the host SUC and the transfer of governance from CHED to the Governing Boards (CBs) of the host SUC.
2. CHED-Supervised Institutions (CSIs) - refer to the non-chartered Higher Education Institutions (HEIs) under the direct supervision of CHED as mandated under RA No. 7722.
3. Host State Universities and Colleges (HSUCs) - refer to chartered state institutions of higher learning which have independent and separate Governing Boards (GBs) as listed in Special Provision No. 2, CHED FY 1999 Budget, RA 8745 and which are absorbing the CSIs concerned.
4. Campus(es) - refers to the structural unit(s) of SUCs specifically described as main or external; the latter being geographically located away or detached from the main campus.
5. Autonomy - refers to delegated powers and functions performed and exercised by the Campus Heads as authorized by the SUCs' Governing Board through an approved resolution.
6. Balance of FY 1999 Appropriation of the affected CSIs - refers to the unreleased portion of the appropriation at the time of integration of the CSIs concerned to the host SUC.
7. Transfer of personnel, properties, assets and liabilities - refers to the transfer of supervision of personnel, ownership of properties, assets and liabilities, including unobligated allotments of the CSIs to the host SUC.

Task Force Operational Guidelines

The integration of CSIs to SUC shall be governed by existing pertinent policies, rules, regulations and procedures of the Commission on Higher Education (CHED), on programs and standards; the Department of Budget and Management (DBM), on appropriations and budgetary allocations, organization and compensation, and positions classification; the Civil Service

Commission (CSC), on personnel matters; the Commission on Audit (COA), on auditing and accounting matters; and the Board of Regents/Board of Trustees of host SUC, on governance.

A. Administration

1. The integrated CSI shall become an external campus of the host SUC.
2. Make recommendation on the following:
 - 2.1 The appropriate description/title of the integrated campus;
 - 2.2 The appropriate title of the integrated campus head, provided that the incumbent head of the integrated CSIs shall be designated as the first campus head without diminution in rank and salary;
 - 2.3 The level of autonomy which the incumbent head may perform and exercise;
 - 2.4 The staffing pattern appropriate for an external campus of the host SUC;
 - 2.5 The total absorption of all faculty and staff within a transitory period. Positions determined to be in excess of the standard staffing pattern shall be identified as co-terminous with the incumbent;
 - 2.6 The absorption measures related to staff development, upgrading/promotion of qualified faculty and staff, opportunities for transfer and/or retirement and other benefits;
 - 2.7 Other concerns deemed necessary in ensuring efficient and effective integration of CSIs to the SUC; and
 - 2.8 All other concerns and issues not specifically defined or addressed in the CHEd Integration Guidelines.

B. Organization and Staffing

1. As a general policy, there shall be no downgrading of position nor diminution of salary. The entire faculty and staff of the integrated CSI shall retain their current position title and salary levels pending review of their staffing pattern by the Department of Budget and Management.
2. Upon integration, the organizational structure and staffing pattern of the integrated CSI shall be reviewed by the DBM with reference to the organizational structure and staffing pattern of the host SUC.

C. Budget and Appropriation

1. For FY 2000, the budget of the SUC shall include the budgetary requirements of the CSIs.
2. The host SUC shall see to it that all income generated by the integrated CSIs shall be programmed for the development of the new campus in accordance with existing policies on the use of income.

D. Research/Development and Extension

1. All approved research/development and extension (R/D & E) projects of the integrated CSIs shall continue to be pursued during the transitory period except when the governing board (GB) consider it proper to be terminated after thorough evaluation.
2. The R/D & E programs approved by the GB of the host SUC shall be the basis of future direction and initiative of the integrated CSIs subject to the approval of the CHED, DOST and DA, as the case may be.