



VISAYAS STATE COLLEGE OF AGRICULTURE

Baybay, Leyte



MINUTES OF THE 9TH BOARD OF TRUSTEES MEETING RECORDS DIVISION
HELD ON NOVEMBER 12, 1975, AT THE CASINO ESPAÑOL, CEBU CITY

PRESENT:

Hon. Vedasto G. Suarez Assistant Secretary, DEC	- Acting Chairman
Hon. Jesus C. Alix Director, BAEcon	- Member
Hon. Lauro A. Castillo District Officer, Bureau of Lands (Represented by Dr. Cesar C. Jesena, Jr.)	- Member
Hon. Cledualdo B. Perez, Jr. Dean, UPLB (Represented by Dr. Florendo C. Quebral)	- Member
Hon. Fernando A. Bernardo President, ViSCA	- Member

OTHERS PRESENT:

Dr. Samuel S. Go
Director of Development Planning, ViSCA

Prof. Susano C. Faelnar
College Secretary, ViSCA

Prof. Francisco G. Bascug
Director of Bus. & Adm. Services, ViSCA

Mr. Andres I. Duatin
Superintendent of Physical Plant, ViSCA

Mr. Dominador C. Lauzon, Sr.
Auditing Examiner, ViSCA

Dean Aurelio T. Juguillon
UP Architecture

Arch. Santos R. Alfon
APA, Cebu City

Arch. Cristobal B. C. Espina
President, APA, Inc., Cebu City

Arch. Lilio M. Velasco
Iloilo City

Arch. Augusto C. Mamar
Bacolod City

Arch. Perfecto E. Marzona
Bacolod City

Arch. Jerry S. Ascalon
Bacolod City

ABSENT:

Hon. Rufino D. Ayaso, Jr.
(Attending a seminar in Asian Institute of Management)

Before the meeting was called to order, President Bernardo placed on record the presence of Dr. Quebral, representing Board Member Perez, Jr. and Dr. Jesena, Jr., representing Board Member Castillo who sent a letter of authorization to this effect. Acting Chairman Suarez acknowledged the attendance of the two proxies since there was no objection from the members of the Board.

Acting Chairman Suarez called the meeting to order at 10:10 a.m.

- 1 I. The Board approved the minutes of the meeting that was held on
- 2 October 7, 1975 without prejudice to entertaining corrections in
- 3 the course of their deliberation.
- 4 II. On matters arising from the approved minutes, President Bernardo
- 5 brought to the attention of the Board an omitted item on page 4,
- 6 line 18 regarding the appointment of Engr. Felixberto Canoy to
- 7 the position of Assistant Superintendent of Physical Plant. He
- 8 informed the members that because of the voluminous work now
- 9 going on in the College, there is a necessity of creating the
- 10 position of Assistant Superintendent of Physical Plant to handle
- 11 the various repair and maintenance jobs in the development pro-
- 12 gram; thus, relieving the Superintendent of Physical Plant of the
- 13 aforementioned routinary duties to allow the latter to concen-
- 14 trate his attention on the massive facilities development of
- 15 ViSCA. Furthermore, it was recommended that this new position
- 16 carry with it a monthly honorarium in addition to the regular
- 17 salary as a faculty member under the Department of Agricultural

1 Engineering and Applied Mathematics. Acting Chairman Suarez asked
2 if the proposal is to be treated as a new resolution or as an
3 amendment to Resolution No. 12, series 1975. The Board preferred
4 the latter.

5 On motion duly seconded, the Board passed:

6 BOARD RESOLUTION NO. 27

7 Amending Board Resolution No. 12, series 1975, dated October 7,
8 1975 and approving the inclusion of an additional position for
9 Assistant Superintendent of Physical Plant with an honorarium of
10 P150.00 a month and the appointment of Engr. Felixberto Canoy to
11 the position, effective October 1, 1975.

12 APPROVED.

13 III. Personnel matters:

14 A. The Board examined each of the items in the additional appoint-
15 ment of personnel for September, October and November, 1975.
16 Upon query of Acting Chairman Suarez about Dr. Adeltrudes M.
17 Cruz, President Bernardo informed the members that she belongs
18 to the "Balik-Scientist" program and her services are needed
19 for a pilot project in Leyte - based on the lessons from China -
20 that is not only a program of the Leyte Provincial Governor
21 but also of the National Government. On the other hand, Board
22 Member Alix inquired as to whether the Agricultural Development
23 Education curriculum deals on the economics of education;
24 whereupon, President Bernardo explained the meaning and im-
25 plications of this curriculum in the development of education
26 in agriculture, particularly the rural aspects of development.
27 Likewise, the former requested that a verification be done
28 relative to the appropriate title of the examination for chem-
29 ists and corrected the "Sugar Research Exam" to "Sugar Re-
30 searcher Exam" eligibility of Miss Lonjas. Concerning the
31 difference between the annual salary of Mrs. Vivien O. Canora
32 and Mr. Benedicto V. Boiser, both occupying the position of
33 Instructor III, President Bernardo disclosed that Mrs. Canora
34 was the Chief of the DPI Research Division in Cebu previous
35 to her transfer to ViSCA; hence, the disparity in the compen-
36 sation. As far as the two combined items shown in the paren-
37 thesis for a particular position are affected, the President
38 further stated that one item is supplementary to the other,
39 so as to augment the amount for the authorized monthly salary
40 of the appointee.

1 On motion duly seconded, the Board passed:

2 BOARD RESOLUTION NO. 28

3 Confirming the ad interim appointments of Dr. Adeltrudes
4 M. Cruz and Prof. Serena M. Lonjas, and noting the appointments
5 made by the College President per Board Resolution No. 6, series
6 1974, of Mrs. Fe S. Saladaga; Mrs. Vivien O. Canora; Mr. Bene-
7 dicto V. Boiser; Mr. Justiniano L. Seroy; Miss Fulceda M. Modina;
8 Mr. Amelito V. Borneo; Mr. Alberto G. Ocampo; Miss Wolfreda T.
9 Alesna; Miss Nellie G. Capuyan; Miss Eufemia P. Ison with a
10 temporary status, effective July 1, 1975, instead of October 1,
11 1975; Mr. Renato E. Ilagan, effective August 1, 1975, instead
12 of October 14, 1975 and Mr. Arturo M. Biscante, effective
13 July 1, 1975, instead of October 1, 1975. (Appendix A)

14 APPROVED.

15 B. The Board went over the Code of Conduct for ViSCA Staff.

16 On motion duly seconded, the Board passed:

17 BOARD RESOLUTION NO. 29

18 Approving the Code of Conduct for ViSCA Staff with amend-
19 ments and corrections as follows: (1) Page 1 -- pluralize
20 "interest" in the Preamble; capitalize the first letter of
21 "staff" in Section 1 of Article I; (2) Page 2, Section 2, sub-
22 section c -- add "and" after the word "from"; subsection d --
23 add adjective "a" before "model"; subsection g -- substitute
24 "Practice" for "Observe"; subsection h -- insert "his" before
25 "actions"; subsection j -- change "one's" to "his"; subsection
26 m -- delete "much"; delete subsection o and incorporate the
27 idea of this portion with subsection p, now letter o, to read:
28 "Protect at all times the interest of the College in any busi-
29 ness transaction"; delete "when necessary" in the next provi-
30 sion and the last subsection to read: "Be genuinely concerned
31 with the welfare of the students and the entire academic com-
32 munity"; (3) Page 3 -- Article IV, Section 1 -- insert "hereof"
33 before "shall" and substitute "conduct unbecoming of" for
34 "dishonorable conduct for"; Section 2 -- substitute "Unless
35 otherwise" for "Except matters specifically" and "at" for "of"
36 after the word "conditions." (Appendix B)

37 APPROVED.

38. IV. With respect to the agenda under "Student affairs" and "Other
39 matters", President Bernardo moved to postpone consideration of
40 the proposals therein to give way for a more urgent matter
41 relating to contracts with the architects.

1 BOARD ACTION: Approving deferment to act on the items under
2 "Student affairs" and "Other matters" until the next Board meeting.

3 V. President Bernardo made known to the Board that the contract with
4 Archt. Espina & Associates of Cebu City, Archt. Jerry S. Ascalon
5 of Bacolod City and Archt. Lilio M. Velasco of Iloilo City are
6 held pending because of the problem of architectural fees - to
7 follow the Public Work's rates or not - has not yet been resolved.
8 At this point, a lengthy exchange of views and careful delibera-
9 tion on the subject followed. Finally, taking the instance of
10 the Acting Chairman that the EDPITAF architect-consultant ac-
11 quaint the Board with the controversial question on architectural
12 fee, Dean Juguillon gave the clarification about the advantages
13 of the EDPITAF's charge over that of the Public Work's rate.

14 On motion duly seconded, the Board passed:

15 BOARD RESOLUTION NO. 30

16 Approving the EDPITAF architectural fee rate in the contracts
17 to be signed with Archt. Espina & Associates of Cebu City, Archt.
18 Jerry S. Ascalon of Bacolod City and Archt. Lilio M. Velasco of
19 Iloilo City.

20 APPROVED.

21 Since the Board meeting could not be finished in the morning,
22 it was moved and seconded to declare a one-hour luncheon recess
23 and to invite the three groups of architects to this meeting sub-
24 sequent to its resumption.

25 BOARD ACTION: Approving a recess for one hour and inviting
26 the three groups of architects to be present during the resump-
27 tion of the meeting prior to the signing of contracts with ViSCA.

28 Acting Chairman Suarez called to order the resumption of the
29 meeting at 1:12 p.m.

30 VI. President Bernardo presented the minutes of the architects'
31 meeting held on October 8, 1975, at the Casino Español, Cebu City
32 for observation, comments and corrections. Then each group of
33 architects was allotted about ten minutes to present their
34 schematic drawings and perspectives to show the dominant charac-
35 ter of the buildings that were assigned to them. They were made
36 to understand that the scheme acceptable to the Board should be
37 adopted by all of them.

38 BOARD ACTION: After a thorough discussion on the subject
39 matter, approved the following: (1) Utilize the abundant natural
40 resources in ViSCA; (2) Use the texture block as recommended by
41 Archt. Ascalon; (3) Leave to the architects the decision as to

1 the kind of materials that is economical for use in the construc-
2 tion; (4) Resident Archts. Bañez and Lapuebla to design the motif
3 to be made into texture block in coordination with Archt. Ascalon;
4 (5) Director Bascug and Supt. Duatin were to take charge of the
5 making of the mold; (6) As recommended by President Bernardo, the
6 roof should be truncated and pyramidal - a common feature for
7 roofs of ViSCA buildings; and (7) White roofs of buildings as
8 recommended by the architects.

There being no other business to be taken up, the meeting
was adjourned at 3:30 p.m.

CERTIFIED TRUE AND CORRECT:


SUSANO C. FAELNAR
Board Secretary

ATTESTED:

(SGO.) VEDASTO G. SUAREZ
Acting Chairman 

ADDITIONAL APPOINTMENTS OF PERSONNEL FOR SEPTEMBER, OCTOBER, NOVEMBER, 1975

I. Ad Interim appointments subject to approval by the Board:

AGRICULTURAL DEVELOPMENT EDUCATION:

Prof. Adeltrudis M. Cruz
BSAEd '68, CLSU, Nueva Ecija
MS '71, Kasetsart University
Bangkok, Thailand
Ed.D '75, Oklahoma State Univ.
Major: Agricultural Education

Associate Prof. III
at P19,272.00 (Item 98 & 201)
Effective: Nov. 3, 1975

ANIMAL SCIENCE & VET. MEDICINE DEPT.

Prof. Serena M. Lonjas
BSAg.Chem '71, UP at Los Baños
MS Ani. Science '75, UP
Eligibility: Chemist Examination
Sugar Researcher Exam

Assistant Prof. I
at P11,760.00 (Item 45 & 212)
Effective: Oct. 27, 1975

II. Appointment as Authorized by Board Resolution No. 6, Series of 1974:

RADIO STATION & PUBLICATION OFFICE

Mrs. Fe S. Saladaga
BSA '69, UP at Los Baños
MAg. '75, UP at Los Baños
Major: Ag. Education
Minor: Dev. Communication
Experience: 6 years

Assistant Editor
at P10,752.00 (Item 233 & 225)
Effective: Sept. 29, 1975

AGRICULTURAL DEVELOPMENT EDUCATION:

Mrs. Vivien O. Canora
AB '64, USC, Cebu City
MA in Lit. '70, USC, Cebu City
Experience: 2 years

Instructor III
at P10,716.00 (Item 108 & 201)
Effective: Oct. 22, 1975

AGRI. ENG'G & APPLIED MATH DEPT.

Mr. Benedict V. Boiser
BSAE '72, Central Mindanao Univ
Major: Irrigation & Drainage
Master of Eng'g, Asian Institute
of Tech.
Major: Hydraulic Engineering
Eligibility: RPAE CS Exam

Instructor III
at P10,356.00 (Item 81 & 201)
Effective: Oct. 30, 1975

ARTS & LETTERS DEPARTMENT

Mr. Justiniano L. Seroy
AB '68, MLQ University
BSE '75, Western Leyte College
M.Ed '72, UP Diliman, Quezon City
Eligibility: DEC Teacher's Exam

Instructor II
at P9,624.00 (Item 15 & 136)
Effective: Oct. 27, 1975

Miss Fulceda M. Modina
Bachelor of Music '69, UP
Experience: 8 years

Instructor II
at P9,624.00 (Item 15 & 133)
Effective: Upon Assumption
to duty

Mr. Anelito V. Borneo
AB '72, San Carlos Seminary
Cebu City

Instructor I
at P8,160.00 (Item 135)
Effective: Oct. 27, 1975

PHYSICAL PLANT OFFICE

Mr. Alberto G. Ocampo
BSArch. '72, Sto. Tomas Univ.

Draftsman
at P6,468.00 (Item 313)
Effective: Oct. 27, 1975

AGRICULTURAL DEVELOPMENT EDUCATION

Miss Wolfreda T. Alesna
BSBA, '73, Southwestern Univ.
Experience: 2 years

Asst. Instructor I
at P5,640.00 (Item 118)
Effective: Oct. 22, 1975

OFFICE OF THE DIRECTOR OF STUDENT AFFAIRS:

Miss Nellie G. Capuyan
AB '70, Silliman University
Major: Psychology

Guidance Counselor I
at P8,556.00 (Item 260)
Effective: Nov. 7, 1975

MANILA BRANCH OFFICE

Miss Eufemia P. Ison
BSC '73, Phil. College of
Commerce

Clerk-typist
at P5,448.00 (Item 348)
Effective: July 1, 1975

Mr. Renato E. Ilagan
1st Year Surveying - Feati Univ.
1st Year Pre-Law - FEU

Buyer I
at P5,448.00 (Item 230)
Effective: August 1, 1975

Mr. Arturo M. Biscante
Driver - Messenger
4th Year High - St. John Academy

Driver-Messenger
at P5,448.00 (Item 349)
Effective: July 1, 1975

CODE OF CONDUCT FOR THE STAFF OF THE
VISAYAS STATE COLLEGE OF AGRICULTURE
Baybay, Leyte

PREAMBLE

Believing in the New Society's democratic precept that the nation's progress necessitates personal discipline and that complete harmony among staff members of the Visayas State College of Agriculture (ViSCA) could only be attained through voluntary conformity to the democratic will of the greater majority while setting aside their personal interests for the welfare of all, the Staff members of the Visayas State College of Agriculture hereby adopt this Code of Conduct.

ARTICLE I. SCOPE

Section 1. The provisions of this Code shall apply to all members of the Staff of the Visayas State College of Agriculture.

ARTICLE II. DEFINITION OF TERM

Section 1. Staff members shall mean all persons employed in ViSCA.

ARTICLE III. STANDARD BEHAVIOR FOR
THE STAFF MEMBERS

Section 1. Public office is a public trust. ViSCA Staff Members shall serve with the highest degree of loyalty and shall remain accountable to the people.

Section 2. The staff member has the duty and responsibility to:

- a. Conduct himself according to the implied standard of integrity and morality of the New Society as provided for by Presidential Decree No. 6 hereto attached;
- b. Render efficient service.
- c. Be prompt and courteous.
- d. Set the example of simple and honest living as a model for students and the community;
- e. Perform his duties and functions with a high degree of dedication and civic conscience;
- f. Render full service in accordance with prescribed official hours;

- g. Practice self-discipline and show respect for duly constituted authority;
- h. Be just and fair in his actions and dealings with his fellow workers and students.
- i. Use leisure time profitably in wholesome activities;
- j. Broaden his cultural outlook and competency and deepen his professional interest;
- k. Observe propriety, modesty and good taste in his attire;
- l. Be actively involved in community functions;
- m. Perform his functions in rendering due service to the public without thought of personal gain;
- n. Observe economy in the use of office supplies or of government equipment and property;
- o. Protect at all times the interest of the College in any business transaction;
- p. Be firm and resolute in maintaining discipline, but ready, however, to temper such discipline with compassion and understanding.
- q. Be genuinely concerned with the welfare of the students and the entire academic community.

ARTICLE IV. MISCELLANEOUS PROVISIONS

Section 1. Any violation of the provisions of Article III hereof shall be considered unprofessional and conduct unbecoming of a ViSCA Staff Member. It shall subject him to pertinent provisions of the Code of the Visayas State College of Agriculture and other laws of the land.

Section 2. Unless otherwise provided for by law, any provision in this Code may be amended or modified at any regular meeting of the College Council and/or the Board of Trustees to suit the existing or prevailing conditions at the College.

Section 3. This Code of Conduct for ViSCA Staff shall take effect upon approval by the College Council and the Board of Trustees.

(Enclosure to the "Code of Conduct for ViSCA Staff":)

MALACAÑANG
Manila

PRESIDENTIAL DECREE NO. 6

AMENDING CERTAIN RULES OF DISCIPLINE OF GOVERNMENT OFFICIALS AND EMPLOYEES.

WHEREAS, under Presidential Decree No. 1, dated September 23, 1972, the Integrated Reorganization Plan was adopted and made part of the law of the land;

WHEREAS, in the reorganization of the Government it is necessary that we clean the public service of undesirable officials and employees; and

WHEREAS, it is essential that administrative cases against such officials and employees be disposed of in the most expeditious manner;

NOW, THEREFORE, I, FERDINAND E. MARCOS, President of the Philippines, by virtue of the powers vested in me by the Constitution as Commander-in-Chief of the Armed Forces of the Philippines, and pursuant to Proclamation No. 1081, dated September 21, 1972, General Order No. 1, dated September 23, 1972, do hereby promulgate the following amendatory rules on the administrative discipline of government officials and employees:

SECTION 1. Grounds for disciplinary action - The following shall be grounds for disciplinary action:

- a. Dishonesty.
- b. Oppression.
- c. Misconduct.
- d. Neglect of duty.
- e. Disgraceful and immoral conduct.
- f. Being notoriously undesirable which is of common knowledge.
- g. Discourtesy in the course of official duties.
- h. Inefficiency and incompetence in the performance of official duties.
- i. Receiving for personal use a fee, gift, or other valuable thing in the course of official duties or in connection therewith when such fee, gift, or other valuable thing is given by any person in the hope or expectation of receiving a favor or better treatment than that accorded other persons, or committing acts punishable under the anti-graft laws.
- j. Conviction of a crime involving moral turpitude.

- k. Improper or unauthorized solicitation of contributions from subordinate employees and by teachers or school officials from school children.
- l. Violation of existing civil service law and rules or reasonable office regulations.
- m. Falsification of official document.
- n. Frequent unauthorized absences or tardiness in reporting for duty, loafing or frequent unauthorized absences from duty during regular office hours.
- o. Habitual drunkenness.
- p. Gambling prohibited by law.
- q. Refusal to perform official duty or render overtime service.
- r. Disgraceful, immoral or dishonest conduct prior to entering service.
- s. Physical or mental incapacity or disability due to immoral or vicious habits.
- t. Borrowing money by superior officers from subordinates or lending by subordinates to superior officers.
- u. Lending money at usurious rates of interest.
- v. Willful failure to pay just debts; willful failure to pay taxes due to Government.
- w. Contracting loans of money or other property from persons with whom the office of the employee concerned has business relations.
- x. Pursuit of private business, vocation or profession without the permission required by these rules or existing regulations.
- y. Insubordination.
- z. Engaging directly or indirectly in partisan political activities.
- aa. Conduct prejudicial to the best interest of the service.
- bb. Lobbying for personal interest or gain in legislative halls and offices without authority.
- cc. Promoting the sale of tickets in behalf of private enterprises that are not intended for charitable or public welfare purposes and even in the latter cases if there is no prior authority.

dd. Nepotism as defined in Section 30 of the Civil Service Law, as amended.

SECTION 2. Disciplinary jurisdiction - The Department Head shall have authority to remove, separate, suspend and otherwise discipline officers and employees under their jurisdiction, except presidential appointees. Their decisions shall be final, except in the case of removal, the respondent may appeal the decision to the Civil Service Commission. An appeal shall not stop the decision from being executory, and in the event that the respondent wins an appeal, he shall be considered as having been under suspension during the pendency of the appeal.

Chiefs of bureaus and offices shall investigate and decide administrative complaints against employees under their jurisdiction. Their decision shall be final if the penalty imposed is suspension without pay for not more than 30 days or fine of not more than 30 days salary. If the penalty imposed is higher, the decision may be appealed to the Department Head, and pending appeal, the same shall be executory except when the penalty is removal.

As investigation may be entrusted to regional directors or similar officials who shall make the necessary report and recommendation to the chief of bureau or office within five (5) days from termination of the investigation which shall be finished within ten (10) days.

SECTION 3. Summary proceedings - No formal investigation is necessary and the respondent may be immediately removed or dismissed if any of the following circumstances is present:

- a. When the charge is serious and the evidence of guilt is strong.
- b. When the respondent is a recidivist or has been repeatedly charged, and there is reasonable ground to believe that he is guilty of the present charge.
- c. When the respondent is notoriously undesirable.

SECTION 4. Repealing clause - Any provision of existing laws, rules and regulations in conflict with this Decree are hereby modified or repealed accordingly.

SECTION 5. Effectivity - This Decree shall take effect immediately.

Done in the City of Manila, this 27th day of September, in the year of Our Lord, nineteen hundred and seventy-two.

(SGD.) FERDINAND E. MARCOS
President
Republic of the Philippines

By the President:

(SGD.) ROBERTO V. REYES
Acting Executive Secretary