

MINUTES OF THE 32ND MEETING APPROVED OF THE VISCA BOARD OF TRUSTEES
HELD ON DECEMBER 12, 1979, AT THE CONFERENCE
ROOM, MEC, METRO MANILA

A - - - BOARD RESOLUTION NO. 54, s. 1979

Approving the proposal recommending that College students belonging to poor families be entitled to reduced comprehensive fees in the form of discounts, not to exceed ₱100 per semester, and etc.....

B - - - BOARD RESOLUTION NO. 55, s. 1979

Approving in toto the proposed ViSCA College fees to take effect not earlier than the First Semester, SY 1980-1981.

BOARD RESOLUTION NO. 56, s. 1979

Approving in toto the proposed increase in the High School fees to take effect not earlier than the Schoolyear, 1980-1981.

C - - - BOARD RESOLUTION NO. 57, s. 1979

Approving the proposal recommending that military men detailed in ViSCA, to protect College property and maintain peace and order conditions in this institution, be given meal allowance of ₱180.00

BOARD RESOLUTION NO. 58, s. 1979

Approving the proposal recommending that the ViSCA Organization Chart be revised.

D - - - BOARD RESOLUTION NO. 59, s. 1979

Noting the ViSCA annual development plan for 1980 particularly the projections on instruction research, extension, curricular offerings, enrolment, staff profile, and staff development and approving in principle the proposed Bachelor of Science in Experimental Statistics and etc...

E - - - BOARD RESOLUTION NO. 60, s. 1979

Noting the approved ViSCA operating budget for the Calendar Year 1980.

BOARD RESOLUTION NO. 61, s. 1979

Noting the anticipated or expected problems due to inadequate fundings for the calendar year, 1980, particularly the limited funds for casual employees, student scholarships, travelling expenses for extension services, equipment for higher education, and supplies and materials and etc...

F - - - BOARD RESOLUTION NO. 62, s. 1979

Approving the permanent appointments of Ms. Rolinda L. Talatala as Assistant Prof. in Agri. Buntany and Mr. F. Villamayor as Asst. Prof. in Agronomy.

II - - - BOARD RESOLUTION NO. 63, s. 1979

Approving the College President's recommendation to increase by three (3) salary steps the salary (as of June 30, 1979), of Dr. Samuel S. Go, designated Vice President for Administration and two (2) salary steps the salary (as of June 30, 1979) of Dr. Celedonio Gapasin, designated Director of Extension and Development Planning, as a reward for their hard work, dependability and etc...

III - - - BOARD RESOLUTION NO 64, s. 1979

Approving in toto the proposed budget for the Project Implementing Unit (PIU) for the Calendar Year 1980

APPROVED
MINUTES OF THE 32ND MEETING OF THE VISCA BOARD OF TRUSTEES
HELD ON DECEMBER 12, 1979, AT THE DHE CONFERENCE
ROOM, MEC, METRO MANILA

Present:

Hon. F. A. Bernardo President Visayas State College of Agriculture	Vice Chairman (Presiding)
Hon. Antonio G. Dumlao Director of Higher Education MEC, Metro Manila	Member
Hon. Jose M. Lawas Director Regional Development Staff NEDA, Metro Manila	Member
Prof. Andres. F. Duatin College Secretary Visayas State College of Agriculture	Secretary

The Vice Chairman, Pres. F. A. Bernardo, called the meeting to order at 12:25 p.m.

1 I. Approval of the Minutes of the Previous Meeting:

2 The minutes of the Board meeting held last October 9, 1979,
3 were approved after the following corrections were made:

4 Page 6, lines 18, 23 & 24—the phrase "as authorized under
5 Board Resolution No. 6, s. 1974" was deleted.

6 II. Matters Arising from the Approved Minutes:

7 A. Delegated Authority to the College President

8 The power delegated to the College President by the Board
9 to appoint staff members of the College from the level of instructor
10 down to the lowest level of the administrative group, as
11 authorized under Board Resolution No. 6, s. 1974, was superseded

1 by Presidential Decree (PD) 1437, This particular decree
2 empowers the College President to appoint all members of the
3 College staff, both administrative and academic groups,
4 subject to confirmation by the Board of Trustees and the
5 Civil Service Commission.

6 B. On Promotion of the Staff Members

7 Dr. Jose M. Lawas asked if state universities and colleges
8 are under the Civil Service Promotion Board regarding the
9 promotion of staff members. Pres. Bernardo answered indirectly
10 by explaining that VISCA has the Academic Personnel Board and
11 Non-Academic Personnel Board that review all recommendations
12 for staff recruitment and staff promotions prior to the
13 approval of the College President who, in turn, presents the
14 same to the Board of Trustees for confirmation. This procedure
15 has not been questioned by the Civil Service Commission.

16 C. On Board Meetings

17 Dr. Lawas also inquired if the Board meets only four times
18 a year, as reflected in the VISCA proposed regular meetings,
19 Dr. Dumlao answered by citing MEC Memorandum 226, s. 1979 which
20 provides, among other things, that state colleges and universities
21 should have four regular (quarterly) board meetings and may hold
22 special meetings, if necessary, but not oftener than once a
23 month, to include the regular meetings, or a total of not more
24 than twelve Board meetings within a year.

25 III. Report of the College President:

26 The report of the College President includes the following
27 items (Appendix A):

1. Implementation of the minimum wage of ₱13/day
2. Anticipated three-step salary increase for academic and non-teaching staff members
3. Near completion of some buildings under construction
4. Accomplishments in site developments
5. General renovation of the ViSCA Manila Office building
6. Release of ₱270,000 equipment fund by NSDB
7. Documentation of ViSCA by the National Media Production Center (NMPC)
8. MACU-FAO-UNESCO Workshop at ViSCA
9. Operationalization of the Visayas Coordinated Agricultural Research Program (VICARP)
10. Foreseen participation of ViSCA in the Samar Integrated Development Program (SIRDIP)
11. Selection of Outstanding Employees for 1979

Regarding the functions of the College, Dir. Dumlao asked how ViSCA relates its activities with other institutions such as the University of Eastern Philippines (UEP). Pres. Bernardo said that UEP is involved and ViSCA meets with them.

Dir. Dumlao also inquired: "What happened with ViSCA's plan to acquire the Hacienda Espina?" The College President said that the pertinent papers were filed with the MEC long ago. The Director informed Pres. Bernardo that he (Dir. Dumlao) has prepared the necessary action and so the College President instructed the College Secretary to check on this at the MEC office.

Regarding the development programs of the College, Dr. Lawas

suggested that specific objectives of the College should jibe with the targets set before the start of the year. The suggestion was well taken.

IV. Policy Matters:

A. Reduced Comprehensive Fees for Deserving Students

A proposal was presented recommending reduced comprehensive fees for poor but deserving students (Appendix B). Questions on per capita income ensued but Pres. Bernardo informed the Board that a study made recently revealed that a family in the Visayas with an annual income of ₱4,000 or more is no longer considered poor.

On motion made and duly seconded, the Board passed:

BOARD RESOLUTION NO. 54, s. 1979

Approving the proposal recommending that College students belonging to poor families be entitled to reduced comprehensive fees in the form of discounts, not to exceed ₱100 per semester, provided, that all the requirements as stipulated in the proposal (Appendix B) relative to family income, scholarship, grade, study load, and interview are fully met, with the suggestion that implementing guidelines be formulated for this reduced comprehensive fees so that there will be no reduction of the present comprehensive fees as a result of the discounts that will be made. This policy on reduced comprehensive fees shall take effect not earlier than the First Semester, SY 1980-1981.

Approved

B. Proposed College Fees

Some of the college fees recommended for increases are:

- (1) comprehensive, (2) athletics, (3) transcript of records,
- (4) diploma, (5) replacement for form, (6) dormitory,
- (7) deposit, and (8) cultural fees. Charges for ViSCA ID cards

1 and BOT cards were also added (Appendix C). Pres. Bernardo said
2 that this is the first time in years that ViSCA raised its
3 college fees. The increase in comprehensive fees is meant for
4 those who can afford, such as the scholars.

5 On motion made and duly seconded, the Board passed:

6 BOARD RESOLUTION NO. 55, s. 1979

7 Approving in toto the proposed ViSCA College
8 fees (Appendix C), to take effect not earlier
9 than the First Semester, SY 1980-1981, subject
10 to existing rules and regulations on increase
11 of college fees.

12 Approved

13 C. Proposed High School Fees

14 The proposed High School fees include the recommendation
15 to integrate tuition fees with matriculation fees, to be termed
16 comprehensive fees, with a charge of ₱30 per year, instead of
17 charging tuition and matriculation fees separately. A charge
18 of ₱5 for entrance fee is also proposed. Other increases in-
19 clude (1) FFP/FAHF/Science Club membership fee, (2) subscription
20 to the "Tiller", (3) athletic fees, and (4) deposit.

21 A total increase of ₱24.50 per year in the High School
22 fees was recommended (Appendix D).

23 On motion made and duly seconded, the Board passed:

24 BOARD RESOLUTION NO. 56, s. 1979

25 Approving in toto the proposed increase in
26 the High School fees (Appendix D), to take effect
27 not earlier than the Schoolyear, 1980-1981, subject
28 to existing rules and regulations on increase of
29 high school fees.

30 Approved

1 D. Proposed Meal Allowances for Military Men Assigned in ViSCA

2 A proposal was presented recommending that the military
3 men detailed in ViSCA, to protect college property and help main-
4 tain peace and order conditions in this institution, be given
5 incentives in the form of meal allowances which should not
6 exceed \$180 per month each (Appendix E).

7 On motion made and duly seconded, the Board passed:

8 BOARD RESOLUTION NO. 57, s. 1979

9 Approving the proposal (Appendix E) recommending
10 that military men detailed in ViSCA, to protect College
11 property and maintain peace and order conditions in
12 this institution, be given meal allowances not to exceed
13 \$180/month each, provided, that they serve ViSCA for
14 at least fifteen (15) consecutive days as certified by
15 the ViSCA Security Officer, that actual service has
16 been rendered, to take effect upon approval of this
17 proposal by the Board, subject to availability of
18 funds and COA rules and regulations.

19 Approved

20 E. Revised ViSCA Organizational Chart

21 A proposal was presented recommending the revision of the
22 ViSCA Organizational Chart (Appendix F), an essential step
23 toward total development of this college. The revision includes
24 the following: (1) restoration of the DPO; (2) elevation of the
25 Office of the Personnel Officer and the Administrative Officer;
26 and (3) the creation of the Office of Assistant to the Director
27 of OBAA.

28 On motion made and duly seconded, the Board passed:

29 BOARD RESOLUTION NO. 58, s. 1979

30 Approving the proposal recommending that the
31 ViSCA Organizational Chart be revised as follows
32 (Appendix F):

1. The Office of the Director of Development Planning be restored;
 2. The Office of the Personnel Officer be elevated to a staff level under the College President
 3. The Office of the Administrative Officer be elevated to a staff level immediately under the Vice President for Administration
 4. The Office of an Assistant to the Director of Business and Administrative Affairs be created.
- To take effect upon approval by the Board.

Approved

V. Administrative Matters:

A. Development Plan for 1980

The ViSCA Development Plan for 1980 includes projections on instruction, research, extension, curricular offerings, enrolment, staff profile, and staff development. It proposes the institution of a new four-year degree curriculum in statistics and the conversion of the Bachelor of Science in Agricultural Development Education (BSADE) curriculum into a Bachelor of Science in Rural Development Education (BSRDE) curriculum, with major offerings in Community Development (Appendix G).

On motion made and duly seconded, the Board passed:

BOARD RESOLUTION NO. 59, s. 1979

Noting the ViSCA annual development plan for 1980 (Appendix G), particularly the projections on instruction research, extension, curricular offerings, enrolment, staff profile, and staff development and approving in principle the proposed Bachelor of Science in Experimental Statistics (BSES) and the proposed conversion of the Bachelor of Science in Agricultural Development Education (BSADE) into Bachelor of Science in Rural Development Education (BSRDE), with the suggestion that corresponding activities be specified for every objective set in the development plan as bases for future evaluation purposes.

Noted

1 B. Operating Budget for 1980

2 VISCA's approved operating budget for 1980 covers the
3 appropriations for (1) personal services, (2) maintenance and
4 other operating expenses, and (3) equipment outlay. The year's
5 budget of ₦29,197,000 includes the proceeds of the IBRD loan
6 amounting to ₦17,360,000 (Appendix H).

7 On motion made and duly seconded, the Board passed:

8 BOARD RESOLUTION NO. 60, s. 1979

9 Noting the approved VISCA operating budget
10 for the Calendar Year (CY) 1980 (Appendix H).

11 Noted

12 C. Expected Problems/Difficulties Due to Inadequate Fundings
13 for CY 1980

14 The College will expect to meet problems/difficulties this
15 CY 1980 due to (1) wage increases, (2) lack of funds for student
16 scholarships, (3) no funds appropriated for the travelling
17 expenses for Extension services, (4) inadequate amount for
18 books and journals, and supplies and materials for general
19 administration and support services (Appendix I).

20 On motion made and duly seconded, the Board passed:

21 BOARD RESOLUTION NO. 61, s. 1979

22 Noting the anticipated or expected problems
23 due to inadequate fundings for the calendar year,
24 1980, particularly the limited funds for casual
25 employees, student scholarships, travelling expenses
26 for extension services, equipment for higher education,
27 and supplies and materials (Appendix I) and approving
28 the plan to make strong representation to the Budget
29 Ministry to solve this financial problem.

30 Noted/Approved

1 D. Appointment of Personnel

2 A proposal was presented recommending the change of status
3 of the appointments of Ms. Rolinda L. Talatala and Mr. Federico
4 G. Villamayor from temporary assistant professors to permanent
5 assistant professors (Appendix J).

6 On motion made and duly seconded, the Board passed:

7 BOARD RESOLUTION NO. 62, s. 1979

8 Approving the permanent appointments of
9 Ms. Rolinda L. Talatala as Assistant Professor in
10 Agricultural Botany and Mr. Federico G. Villamayor
11 as Assistant Professor in Agronomy, both to take
12 effect January 1, 1980 (Appendix J), subject to
13 the usual appointment and attestation by the Civil
14 Service Commission.

15 Approved

16 E. Proposed Salary increases

17 Pres. Bernardo recommended the increase in salary of
18 Dr. Samuel S. Go, designated Vice President for Administration
19 and Dr. Celedonio M. Capasin, designated Director of Extension
20 and OIC for Development Planning, for their hard work, depend-
21 ability, complete dedication to duty and meritorious performances
22 (Appendix K).

23 On motion made and duly seconded, the Board passed:

24 BOARD RESOLUTION NO. 63, s. 1979

25 Approving the College President's recommendation
26 to increase by three (3) salary steps the salary (as of
27 June 30, 1979), of Dr. Samuel S. Go, designated Vice
28 President for Administration and two (2) salary steps
29 the salary (as of June 30, 1979) of Dr. Celedonio M.
30 Capasin, designated Director of Extension and Develop-
31 ment Planning, as a reward for their hard work, depend-
32 ability, complete dedication to duty, and meritorious
33 performances (Appendix K).

Also, allowing the use of part of the funds for merit increases or from other sources in ViSCA's Budget for personnel services for these proposed merit/salary increases, effective July 1, 1979, subject to availability of funds and Budgetary and COA rules and regulations..

Approved

VI. Other Matters:

A. Proposed Budget for the Project Implementing Unit (PIU)
for CY 1980

The proposed budget for the Project Implementing Unit (PIU) for Calendar Year 1980 is ₱200,000, the amount of ₱5,000 of which is held in reserve, or a total of ₱195,000 appropriated for personal services and maintenance and other operating expenses (Appendix L).

On motion made and duly seconded, the Board passed:

BOARD RESOLUTION NO. 64, s. 1979

Approving in toto the proposed budget for the Project Implementing Unit (PIU) for the Calendar Year 1980 (Appendix L).

Approved

There being no other matter to discuss, Pres. Bernardo, the Vice Chairman, adjourned the meeting at 2:25 p.m.

Certified True and Correct:

Andres F. Duatin
ANDRES F. DUATIN
Secretary

Attested:

Pres. F. A. BERNARDO
Vice Chairman
(Presiding)

Approved:

March 17, 1980

QUARTERLY REPORT OF THE COLLEGE PRESIDENT
TO THE VISCA BOARD OF TRUSTEES
December 12, 1979

1. Implementation of the minimum wage of ₱13/day. Although the Board has approved our recommendation to implement only partially (₱12/day) the minimum wage due to lack of funds, we have to reconsider our position because it was felt that the Ministry of the Budget will not release additional funds for less than full implementation of the law. The college is therefore adjusting the wages of those receiving less than ₱13/day even if others are excluded. Those already receiving ₱13/day or more cannot receive any wage increase unless the Budget Ministry also releases funds for this purpose. A request for release of funds for this purpose has already been made.
2. Anticipated 3-step salary increase for academic and non-teaching staff-members. As provided for under LOI 94, the college hopes to give everyone a 3-step increase in salary. The plantilla has already been submitted to OCPC for approval and release of funds for this is anticipated before the end of the year.
3. Near completion of some building constructions. Constructions under the Fourth Education Project with World Bank support have slowed down due to price increases as a result of the oil crunch. The contractors are hoping for price adjustments. Meanwhile, a few buildings are nearing completion. These are the Infirmary, the College Union, the Animal Science-VetMed Auxiliary unit, the Ag. Engineering Workshop and the Ag. Chemistry buildings.

The boys dormitory funded directly by the GOP has been completed already. With the use of some savings this CY 1979, supplies and construction materials are being bought for the construction of another staff apartment. This will help solve partly the acute shortage of staff houses.
4. Accomplishments in site development. The culvert leading to the Romualdez Staff Housing and the spill-way bridge over Calbigaa river are completed. The new water system is nearing completion. Purchase of a new generator has been made and the construction of a new power house is about to begin. Meanwhile Architect Banez with the help of a consultant from U.P. Diliman is designing the ViSCA mall.
5. General renovation of the ViSCA Manila Office. With the use of some savings the ViSCA Manila Office is now undergoing general renovation. Eureka Construction Co. is assisting ViSCA in this project by providing construction materials and labor.
6. Release of ₱270,000 equipment fund by the NSDB. ViSCA is just one of the many selected institutions participating in the NSDB Institution Building Project. The funds shall be used to purchase badly needed equipment in biology, physics and chemistry. The list of equipment to be purchased and canvass papers have already been submitted to NSDB for approval.

7. Documentation of VISCA by the National Media Production Center (NMPC).
Governor Benjamin Romualdez requested the NMPC to undertake a documentation of VISCA. A large group of writers and camera men visited VISCA last month for this purpose. Along with them came visitors from RROC, NPC and MPI.
8. AAACU-FAO-UNESCO Workshop on "Involvement of Agricultural Colleges and Universities in Rural Development." Preparations in VISCA are now being made for this Asian seminar-workshop which is scheduled to be held in Manila and VISCA on January 7-15, 1980. About 35 participants from 12 different countries in Asia are expected to come. The President of VISCA is the Executive Secretary of the Asian Association of Agricultural College and Universities (AAACU) which is co-sponsoring the seminar-workshop.
9. Operationalization of the Visayas Coordinated Agricultural Research Program (VICARP). This coordinated research program for Regions VII and VIII is now operational with financial support from PCARR. The Secretariat has been organized, members of the regional commodity research teams have been appointed and coordinated research project proposals have been submitted. A two-day workshop to establish an Applied Communication Unit (ACU) in VISCA is scheduled to be held in February 7-8, 1980. This ACU should facilitate disseminating of research results and technical information for the use of end users.
10. Foreseen participation of VISCA in the Samar Integrated Rural Development Program (SIRDP). Two groups of Australian consultants and SIRDP officers visited VISCA to size up VISCA's capability and find out how we could help in Samar. The SIRDP visitors felt that VISCA could train rural development workers and trainers of farmers and farmer leaders in Samar. We have expressed our willingness to assist in the implementation of this high priority program of President Marcos.
11. Selection of outstanding employees in 1979. The Academic Personnel Board and the Non-Academic Personnel Board are at present reviewing the performance of academic and non-academic staff in order to select outstanding employees of the year. For the academic staff, awards for outstanding performance and certificates of merit in teaching shall be given based on the results of evaluation made by students and supervisors. For the non-academic group, outstanding employees shall be selected under the following categories: Supervisory Group, Auxiliary Group, Skilled Group, Non-skilled Group. Outstanding researchers and extension workers shall also be recognized.

PROPOSED VISCA COLLEGE FEES

APPENDIX B

Proposed College Fees continued *****

To take effect not earlier than the First Semester, SY 1980-1981

5. Late application for graduation	10.00	10.00
6. Replacement of Comprehensive Fee	2.00	
1. Entrance fee		10.00
7. Dormitory fee per month	10.00	10.00 - 20.00
2. Comprehensive fees		

Special Fees Under Depository Liability

With the proposed increase of comprehensive fee to \$300.00 effective next school year, students belonging to poor families will experience some financial difficulty specially with the plan to charge the school fees in full upon registration.

1. Publication per semester (ATR)	10.00	
2. Insurance		
3. Charity (GSP, etc/sem)	2.50	2.50
4. Deposit (refundable, upon entrance only)	20.00	20.00

Requirements to entitle a student to a discount are:

1. The annual income of his family should not exceed \$4,000.00. A xerox copy of the latest income tax of parents shall be submitted as proof of claim.		
2. He must not be a recipient of any other scholarship.		
3. He must have no failing or unremoved incomplete grades during the preceding semester if he is an old student. His summer grades will also be included with his second semester's grade in determining his eligibility for discount.		

1. Entrance fee	10.00	10.00
2. Comprehensive fee	300.00	300.00
3. Publication	15.00*	15.00*
4. Insurance	2.50	2.50
5. Charity	2.50	2.50
6. Cultural	5.00	5.00
7. Deposit	30.00	30.00
8. Athletic fees	5.00	5.00
9. VISCA ID w/6 ID pictures and BOT ID	5.50	5.50

TOTAL	244.00	244.00
Special Examination (per subject)	5.00	5.00
Unsuccessful Dismissal (Transfer credit)	5.00	5.00

Horizon = 5.00 plus

ATR = 10.00

PROPOSED VISCA COLLEGE FEES

Proposed College Fees continued

To take effect not earlier than the First Semester, SY 1980-1981

5. Late application for graduation	10.00	10.00
6. Replacement for forms/permits	1.00	2.00
1. Entrance fee	10.00	10.00
7. Dormitory fee per month	10.00	10.00 - 20.00
2. Comprehensive fees		

Special Fees Under Depository Liability

a. 15 units and above	200.00	a. 19 units and above	300.00
b. 10-14 units	150.00	b. Present unit Proposed	50.00
c. 9 units below	100.00	c. 10-14 units	200.00
1. Publication per semester		d. 5.00 units below	5.00
3. Thesis Completion (Graduating Students with thesis only)			
2. Publication per semester (ATR)			10.00
3. Insurance per semester		During Grade Period (Present) (2.50 used)	After Grade Period (P2.50 nt) (Proposed)
4. Charity (GSP, BSP, etc/sem)	50.00	2.50.00	2.5000 100.00
5. Deposit (refundable, upon entrance only)	20.00		30.00 used
a. Comprehensive fees			
6. FFP/FAHP units	90.00	5.00	10 units above - 200.00
7. Cultural units below	60.00	4.00	5.00 units - 150.00
8. Fees Charged Per Semester			5 units below - 100.00

A beginning freshman student pays the following fees: 1.00

Item	Present	Proposed
5. Late Registration	10.00	10.00
6. YCAP fee (as prescribed by MEC)	10.00	10.00
1. Entrance fee	10.00	10.00
2. Comprehensive fee	200.00	300.00
3. Publications	5.00	15.00*
4. Insurance	2.50	2.50
5. Charity	2.50	2.50
6. Cultural	4.00	5.00
7. Deposit	20.00	30.00
8. Athletic fees	5.00	10.00
9. VISCA ID w/6 ID pictures		
2. Diploma and BOT ID	20.00	5.50
3. Special Examination (subject)	214.00	380.50
4. Honorable dismissal (Transfer credit)	5.00	5.00
Horizon = 5.00 plus		
ATR = 10.00		

PROPOSED VISCA COLLEGE FEES

To take effect not earlier than the First Semester, SY 1980-1981

A. Registration-Related Fees

		Present	Proposed
1.	Entrance fee	10.00	10.00
2.	Comprehensive fees		
a.	15 units and above	200.00	300.00
b.	10-14 units	150.00	250.00
c.	9 units below	100.00	200.00
d.	9 units below	150.00	150.00
3.	Thesis Completion (Graduating Students with thesis only)		
		During Grade Period	After Grade Period
		(Present)	(Proposed)
a.	Thesis completion	50.00	100.00
4.	Summer	Present	Proposed
a.	Comprehensive fees		
(1)	6-9 units	90.00	10 units above - 200.00
(2)	5 units below	60.00	6-9 units - 150.00
	Comprehensive fee		30.00
	5 units below		100.00
b.	Insurance	1.00	1.00
5.	Late Registration	10.00	10.00
6.	YCAP fee (as prescribed by MEC)	10.00	10.00
7.	Athletic fee	5.00	10.00
	TOTAL	52.00	116.50

B. Non-Registration-Related Fees

1. Transcript of Records - 50.00 Original w/1 carbon copy - fee. The comprehensive fee which is evolved from the combining of 5.00/page and matriculation fees has an increase of 57%. Reproduced copy - 2.50/page
2. Diploma - 20.00 with folder - 50.00 effective next school year.
3. Special Examination (per subject) 10.00
4. Honorable dismissal (Transfer credit) 5.00

PROPOSED MEAL ALLOWANCES FOR MILITARY MEN ASSIGNED IN VISCA

Experimental Rural High School
VISAYAS STATE COLLEGE OF AGRICULTURE
Baybay, Leyte

Rationale

The Visayas State College of Agriculture (ViSCA) has immensely grown into a large academic community after it has been designated and PROPOSAL: Increase of School Fees in the High School Department finally developed, with World Bank support, as the regional agricultural college for the Visayas. RATIONALE: The government is heavily burdened with the gigantic cost of public education. It is worsened by the fact that prices of goods, commodities and services have gone up tremendously. It is high time that the public will slightly increase their little contribution to the cost of public education.

Aware of the need to protect expensive government properties and provide tighter security to very important visitors that frequent the

<u>High School Fees</u>			
	<u>Item</u>	<u>Present</u>	<u>Proposed</u>
College campus, military authorities have detailed better trained and well equipped military men in ViSCA. These military personnel have greatly helped the College in maintaining peace and order on campus and in the PTP/FAHP/Science Club.	Tuition	₱15.00	-
	Matriculation	4.00	-
	Entrance fee	-	₱5.00
	Comprehensive fee	-	30.00
	PTP/FAHP/Science Club	-	-
	Membership fee	5.00	6.00
	Student's Group Insurance	5.00	5.00
	High School Organ "The Tiller"	6.00	7.50
	Athletics	5.00	6.00
	Deposit	10.00	15.00
To protect College property and maintain peace and order conditions in the College,	Miscellaneous	2.00	2.00
	TOTAL	₱52.00	₱76.50

it is proposed that they be given meal allowances not to exceed ₱180

each a month. There is approximately 50% increase in the total school fee. The comprehensive fee which is evolved from the combining of tuition and matriculation fees has an increase of 57%.

It is planned that this proposal once approved be effective next school year.

of meal allowances shall take effect upon approval of this proposal

by the Board of Trustees.

APPENDIX E

PROPOSED MEAL ALLOWANCES FOR MILITARY MEN ASSIGNED IN ViSCA

Rationale

The Visayas State College of Agriculture (ViSCA) has immensely grown into a large academic community after it has been designated and finally developed, with World Bank support, as the regional agricultural college for the Visayas. Buildings are being constructed and expensive pieces of equipment have started to pour into the campus.

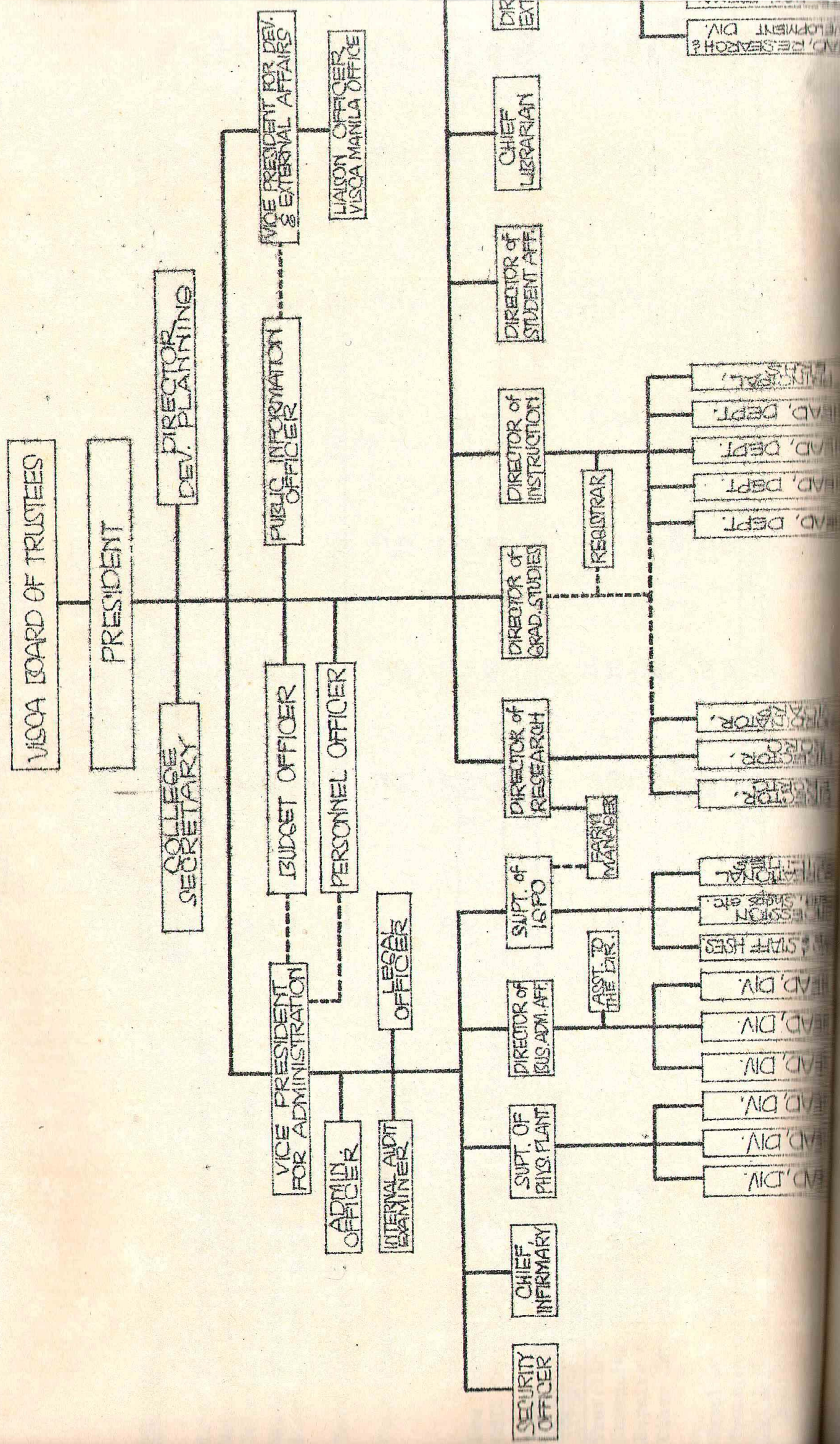
Aware of the need to protect expensive government properties and provide tighter security to very important visitors that frequent the College campus, military authorities have detailed better trained and well equipped military men in ViSCA. These military personnel have greatly helped the College in maintaining peace and order on the campus and in the neighboring communities.

Proposal

To provide incentive to military men detailed in ViSCA to protect College property and maintain peace and order conditions in the College, it is proposed that they be given meal allowances not to exceed ₱180 each a month provided that they serve ViSCA for at least fifteen days. Certification of the Security Officer of the College that actual service has been rendered is required supporting paper for payment. The giving of meal allowances shall take effect upon approval of this proposal by the Board of Trustees.

ORGANIZATIONAL Chart

VISAYAS STATE COLLEGE OF AGRICULTURE



VISAYAS STATE COLLEGE OF AGRICULTURE
Baybay, Leyte

OPERATING BUDGET FOR CY 1980
(in thousand pesos)

	PROJECT 1 ADVANCED	PROJECT 2 HIGHER	PROJECT 3 SECONDARY	PROJECT 4 RESEARCH	PROJECT 5 EXTENSION	PROJECT 6 AUXILIARY	PROJECT 7 GEN. ADM.	TOTAL
PERSONAL SERVICES								
Salaries - permanent positions ^{1/}	-	2,526	503	516	225	219	1,408	5,397
Salaries of temporary/emergency	-	-	50	80	20	30	290	470
Salaries of substitute teachers	60	70	30	40	-	-	-	200
Salaries of student laborers	-	22	20	20	12	-	115	189
Unemployment approp. subj. to special budget	-	-	-	-	-	-	100	100
Total Salaries and Wages	60	2,618	603	656	257	249	1,913	6,356
Other Compensation:								
Merit Increases	-	32	5	3	4	1	15	60
Honoraria	60	65	30	75	-	-	20	250
Total Other Compensation	60	97	35	78	4	1	35	310
Salaries and Wages	120	2,715	638	734	261	250	1,948	6,666
Contribution (Fixed Expenditures)	-	143	42	26	22	15	102	350
TOTAL SALARIES AND WAGES	120	2,858	680	760	283	265	2,050	7,016
INTERTENANCE AND OTHER OPERATING EXPENSES (MOE)								
Traveling Expenses	-	40	20	140	-	10	260	470
Communication Services	5	20	10	16	5	5	39	100
Repairs and Maintenance	-	30	30	80	-	10	650	800
Other Services	10	315 ^{2/}	48	830 ^{2/}	383 ^{2/}	48	500	1,751 ^{2/}
		1,533 ^{2/}		639 ^{2/}	55			2,555 ^{2/}
Supplies and Materials	10	200	100	730	55	55	600	1,750
Transportation Services	10	10	10	10	3	2	35	80
TOTAL M.O.E.	35	2,148	218	2,445	446	130	2,084	7,506
EQUIPMENT OUTLAY	30	-	30	50 ^{2/}	-	20 ^{2/}	90 ^{2/}	220 ^{2/}
	-	5,182 ^{2/}		2,961 ^{2/}	2,961 ^{2/}	2,220 ^{2/}	1,481 ^{2/}	14,805 ^{2/}

TIME	TEMP.	WIND	WAVE	SEA	SWELL	WIND	WAVE	SEA	SWELL
30	21.85	30	5.00	5.50	5.50	30	5.00	5.50	5.50
32	5.78	30	5.00	5.50	5.50	30	5.00	5.50	5.50

- ## 1. Personal Services

BOOKS:

2. Other Services

AMOUNT

3. Travelling Expenses

4. Equipment Outlay

MINUTES OF THE 32ND MEETING APPROVED OF THE VISCA BOARD OF TRUSTEES
HELD ON DECEMBER 12, 1979, AT THE CONFERENCE
ROOM, MEC, METRO MANILA

A - - - BOARD RESOLUTION NO. 54, s. 1979

Approving the proposal recommending that College students belonging to poor families be entitled to reduced comprehensive fees in the form of discounts, not to exceed ₱100 per semester, and etc.....

B - - - BOARD RESOLUTION NO. 55, s. 1979

Approving in toto the proposed ViSCA College fees to take effect not earlier than the First Semester, SY 1980-1981.

BOARD RESOLUTION NO. 56, s. 1979

Approving in toto the proposed increase in the High School fees to take effect not earlier than the Schoolyear, 1980-1981.

C - - - BOARD RESOLUTION NO. 57, s. 1979

Approving the proposal recommending that military men detailed in ViSCA, to protect College property and maintain peace and order conditions in this institution, be given meal allowance of ₱180.00

BOARD RESOLUTION NO. 58, s. 1979

Approving the proposal recommending that the ViSCA Organization Chart be revised.

D - - - BOARD RESOLUTION NO. 59, s. 1979

Noting the ViSCA annual development plan for 1980 particularly the projections on instruction research, extension, curricular offerings, enrolment, staff profile, and staff development and approving in principle the proposed Bachelor of Science in Experimental Statistics and etc...

E - - - BOARD RESOLUTION NO. 60, s. 1979

Noting the approved ViSCA operating budget for the Calendar Year 1980.

BOARD RESOLUTION NO. 61, s. 1979

Noting the anticipated or expected problems due to inadequate fundings for the calendar year, 1980, particularly the limited funds for casual employees, student scholarships, travelling expenses for extension services, equipment for higher education, and supplies and materials and etc...

F - - - BOARD RESOLUTION NO. 62, s. 1979

Approving the permanent appointments of Ms. Rolinda L. Talatala as Assistant Prof. in Agri. Buntany and Mr. F. Villamayor as Asst. Prof. in Agronomy.

II - - - BOARD RESOLUTION NO. 63, s. 1979

Approving the College President's recommendation to increase by three (3) salary steps the salary (as of June 30, 1979), of Dr. Samuel S. Go, designated Vice President for Administration and two (2) salary steps the salary (as of June 30, 1979) of Dr. Celedonio Gapasin, designated Director of Extension and Development Planning, as a reward for their hard work, dependability and etc...

III - - - BOARD RESOLUTION NO 64, s. 1979

Approving in toto the proposed budget for the Project Implementing Unit (PIU) for the Calendar Year 1980

1. Fuel/lubricants and spare parts of Motor Vehicles -	153,605
2. Fuel/lubricants and spare parts of Heavy Mobile Equipment (Bulldozer, Payloader, Roadroller) -	98,093
JOURNALS: Local Fuel/lubricants & Spare parts Heavy	54
Foreign renewal Equipment (Electric Power Generating Sets)	185
Foreign new	142
Newspapers	4
Popular Magazines	6
	391
	224,703.25

4. Office Supplies, Construction Materials, Hardware	295,000
BOOKS: 5,000 volumes at \$15.00 x \$7.37	552,750.00
MS in Agricultural	735,362
No. of years in present position - 3 yrs.	777,453.25
The appropriation of Supplies and Materials under Project 1.7 is \$600,000 less reserve of \$100,000 leaving a fund balance available for disbursement of \$500,000. Therefore the additional amount required is \$235,362.	

SUMMARY TABLE Federico G. Villamayor
AMOUNT REQUIRED: Professor, MS in Agronomy, professor effective July 1, 1979.

No. of years in present position	3	Total	Additional Fund Requirement
To provide adequate support for the different fields and levels of instruction and research now dependent upon the VISCA library (or planned to be), a fairly large and diverse collection is needed stressing those particular areas of knowledge which are central to the college curriculum such as agriculture and rural development. The library collection should grow to a size of 60,000 volumes, including at least 5,000 different titles of serials within the five year frame, 1979-1984.			
	812	157,746	218,934

It would therefore grow at the rate of 9,000 volumes per year to reach an ideal collection of 60,000 volumes by 1984.

Student Scholarship	65,000	425,000	360,000
No equipment funds is appropriated under Higher Education and only \$20,000 is appropriated for Auxiliary Services for which specific units of equipment are to be acquired.	4,000		4,000

Therefore the whole amount of \$777,453 is needed.

5. Supplies and Materials	777,453	777,453
Book & Journals		

The amount needed for supplies and materials under Project 1.7 (General Administration and Support Services) is broken down as follows:			
Supplies & Materials			
(Project 1.7)	500,000**	735,362	235,362

Note: Project number in parenthesis.
*for specific pieces of equipment. **Net of Reserve

1. Fuel/lubricants and spare parts of Motor Vehicles	- ₱153,605
2. Fuel/lubricants and spare parts for Heavy Mobile Equipment (Bulldozer, Payloader, Roadroller)	- 98,093
3. Fuel/lubricants & Spare parts for Heavy Stationary Equipment (Electric Power Generating Sets)	132,898
For Permanent Status	₱384,596
Add: 14.5% Inflation Index	55,766
	₱440,362

4. Office Supplies, Construction Materials,	
1. Ms. Rolinda L. Tala Hardware	295,000
Assistant Professor	
MS in Agricultural	
No. of years in present position - 3 yrs.	
TOTAL AMOUNT REQUIRED	₱735,362

The appropriation of Supplies and Materials under Project 1.7 is ₱600,000 less reserve of ₱100,000 leaving a fund balance available for disbursement of ₱500,000. Therefore the additional amount required is ₱235,362.

SUMMARY TABLE

Federico G. Villamayor
Assistant Professor
MS in Agronomy

Item	Appropriated	Total Needed	Additional Fund Requirement
1. Personal Services	-	80,000	80,000
Wages Increase			
Salary Increase			
Balance of Salary			
Increase (LOImp 83.88)	538,812	157,746	218,934
2. Other Services (12)	315,000		
Faculty Development	(250,000)		
Student Scholarship	₱ 65,000	425,000	360,000
Other Services (1.5)			
Printing Cost	-	4,000	4,000
3. Travelling Expenses (1.5)		30,000	30,000
4. Equipment Outlay		777,453	777,453
Book & Journals			
Higher Education	-		
Auxiliary Services	20,000*		
5. Supplies & Materials (Project 1.7)	500,000**	735,362	235,362

Note: Project number in parenthesis.

*for specific pieces of equipment.

**Net of Reserve

PROPOSED MERIT/SALARY INCREASE
PROJECT IMPLEMENTING UNIT (PIU)

For Permanent Status

PERSONAL The following staff members are proposed to be given merit

1. Ms. Rolinda L. Talatala as a reward for their hard work, 067
Assistant Professor
MS in Agricultural Botany
No. of years in present position - 3 yrs.
Performance Rating: Satisfactory
Effectivity: January 1, 1980

1. Dr. Samuel S. Co, designated Vice President for

MAINTENANCE AND OTHER OPERATING EXPENSES

2. Mr. Federico G. Villamayor
Assistant Professor
MS in Agronomy
No. of years in present position - 3 yrs.
Performance Rating: Satisfactory
Effectivity: January 1, 1980

Total Maintenance and Operating Expenses
as associate professor effective July 1, 1979.

It is proposed that the funds for this purpose be taken
TOTAL BUDGET
from the lumpsum fund for merit increases or from any other source
in ViSCA's budget for personal services.

It is also proposed that these merit/salary increases be given
*Total appropriation for 84 is \$200,000 of which \$75,000 is
without prejudice to the three-step increase they deserve as
part of the across-the-board salary increase under LOI 94.

1. Project Implementing Unit	1,300,000
2. Physical Education Department	1,500,000
3. Academic Program Development	1,500,000
4. Management Department	1,500,000
5. Business Administration Department	1,500,000

APPENDIX L
APPENDIX K

LIST OF PERSONNEL FOR PROJECT IMPLEMENTING UNIT (PIU)

PROPOSED MERIT/SALARY INCREASE PROJECT IMPLEMENTING UNIT (PIU)		Monthly Requirement
A. Full Time		
1. Project Implementing Officer - - - - -		1,000.00
2. Physical Facilities Development Officer - - - - -		1,250.00*
3. Academic Program Development Officer - - - - -		1,000.00
4. Supervising Engineer - - - - -		1,250.00*
5. Supervising Engineer - - - - -		600.00*
PERSONAL		
The following staff members are proposed to be given merit		00
increases as indicated below as a reward for their hard work,		087
dependability, complete dedication to duty and meritorious		1,500.00
performance:		12,262
1. Dr. Samuel S. Go, designated Vice President for		825.00
MAINTENANCE AND OTHER OPERATING EXPENSES		
Administration, recommended to be given merit/salary		
Travelling Expenses - - - - -		25,000
increase as full professor effective July 1, 1979.		3,325.00
Supplies and Materials - - - - -		9,000
2. Dr. Celedonio M. Gapasin, designated Director of		3,462.00*
Other Services - - - - -		50,651
Extension, recommended to be given merit/salary increase		
Total Maintenance and Operating Expenses		84,651
as associate professor effective July 1, 1979.		770.00*
It is proposed that the funds for this purpose be taken		850.00***
TOTAL BUDGET		P 195,000*
from the lumpsum fund for merit increases or from any other source		
in ViSCA's budget for personal services.		550.00
It is also proposed that these merit/salary increases be given		338.00*
Total appropriation for PIU is P200,000 of which P5,000 is		416.00
without prejudice to the three-step increase they deserve as		
Sub-Total		P 22,106.00
part of the across-the-board salary increase under LOI 94.		
B. Part Time (Honorarium) Personal position		
1. Project Implementing Officer - - - - -		P 1,000.00
2. Physical Facilities Development Officer - - - - -		1,250.00*
3. Academic Program Development Officer - - - - -		1,000.00
4. Supervising Engineer - - - - -		1,250.00*
5. Supervising Engineer - - - - -		600.00*

LIST OF PERSONNEL FOR PROJECT IMPLEMENTING UNIT (PIU)

PROPOSED BUDGET FOR PROJECT IMPLEMENTING UNIT (PIU)		Monthly Requirement
6. Mechanical Engineer		400.00*
7. Electrical Engineer		300.00
A. Full Time		
8. Liaison Officer		300.00
PERSONAL SERVICES		
9. Project Architect		1,700.00
10. Salaries of Technical Staff		108,087
11. Officer for Building Development		1,500.00
12. Wage of Administrative Employees		12,262
13. One (1) Equipment and Laboratory		
14. Total Personal Services		110,349
134. One (1) Program Officer		250.00
MAINTENANCE AND OTHER OPERATING EXPENSES		
5. Resident Inspector		
Travelling Expenses		25,000
Five (5) at P1,265		8,950.00
Supplies and Materials		9,000
Three (3) at 1,155		3,465.00*
Other Services		50,651
Total Personal		31,550.00*
Total Maintenance and Operating Expenses		84,651
6. One (1) Draftsman		776.00*
7. One (1) Secretary		850.00***
TOTAL BUDGET		P 195,000*
8. Clerk Two (2) at P600**		1,200.00***
One (1) at 550		550.00
9. One (1) Utility man @ P13.00/day		338.00*
*Will be hired for the first quarter only		
Total appropriation for PIU is P200,000 of which P5,000 is held in reserve.		416.00
Sub-Total		P 22,106.00
***No increase because rates are much higher than approved		
B. Part Times (Honorarium)		
1. Project Implementing Officer		P 1,000.00
2. Physical Facilities Development Officer		1,250.00*
3. Academic Program Development Officer		1,000.00
4. Supervising Engineer		1,250.00*
5. Supervising Engineer		600.00*

LIST OF PERSONNEL FOR PROJECT IMPLEMENTING UNIT (PIU)

	Monthly Requirement
6. Mechanical Engineer	400.00*
7. Electrical Engineer	400.00*
A. Full Time	
8. Liaison Officer	300.00
1. One (1) Consultant I Deputy Project Architect	1,000.00
9. Project Architect	3,777.00
10. One (1) Deputy Facilities Development Officer for Building Development	500.00*
11. Equipment Procurement Officer	1,500.00
3. One (1) Equipment and Laboratory Material Officer	500.00
12. Rural Development Officer	1,100.00
13. One (1) Program Officer	250.00
5. Resident Inspector	
Five (5) at ₱1,265	8,950.00
Three (3) at 1,155	3,465.00*
Total Personal Services	31,056.00
6. One (1) Draftsman	770.00*
7. One (1) Secretary	850.00***
8. Clerk Two (2) at ₱600**	1,200.00***
One (1) at 550	550.00
9. One (1) Utility man @ ₱13.00/day	338.00*
*Will be hired for the first quarter only	
10. One (1) Driver @ ₱16.00/day	416.00*
**One Clerk will be hired for the first quarter only	
Sub-Total	₱ 22,106.00
***No increase because rates are much higher than approved rates	
B. Part Times (Honorarium) Technical position	
1. Project Implementing Officer	₱ 1,000.00
2. Physical Facilities Development Officer	1,250.00*
3. Academic Program Development Officer	1,000.00
4. Supervising Engineer	1,250.00*
5. Supervising Engineer	600.00*

6. Mechanical Engineer - - - - -	400.00*
7. Electrical Engineer - - - - -	400.00*
8. Liaison Officer - - - - -	300.00
9. Project Architect - - - - -	1,000.00*
10. Assistant Project Architect - - - - -	500.00*
11. Equipment Procurement Officer - - - - -	500.00
12. Rural Development Sector Officer - - - - -	500.00
13. Technical Assistance Program Officer - - - - -	250.00
	<hr/>
	8,950.00
	<hr/>
Total Personal Services	₱ 31,056.00
	<hr/>

*Will be hired for the first quarter only

**One Clerk will be hired for the first quarter only

***No increase because rates are much higher than approved OCPG rates for non-technical position