

VISAYAS STATE COLLEGE OF AGRICULTURE
Baybay, Leyte



APPROVED
MINUTES OF THE 57TH (SPECIAL) MEETING OF THE VISCA
BOARD OF TRUSTEES HELD ON JANUARY 12, 1984
AT THE PASUC CONFERENCE ROOM
MECS, METRO MANILA

DECISIONS/AGREEMENTS MADE BY THE BOARD OF TRUSTEES
 DURING ITS 57th (SPECIAL) MEETING HELD ON
 JANUARY 12, 1984
 AT THE BOARD ROOM
 METRO MANILA

Present:	ITEMS	PAGE
Hon. Abraham I. Felipe	Presiding	5
1. <u>RESOLUTION NO. 1-A, s. 1984</u>		6
Deputy: Ministry of Education, Culture and Sports		7
Recruitment of 12 personnel		8
Hon. F. A. Bernards	Vice Chairman	5
2. <u>RESOLUTION NO. 1-B, s. 1984</u>		6
President: Visayas State University		6
Promotion of 5 personnel		6
Mr. Ernesto S. (Represented Hon. Jose M. Lawas)		
3. <u>RESOLUTION NO. 1-C, s. 1984</u>		
Technical: Local Resource Development Project		
NEDA: Appointment of 4 personnel for permanent status		6
Others: 4. <u>RESOLUTION NO. 1-D, s. 1984</u>		
Upgrading of position of 7 staff members		6
Mr. John S. Administrative Officer		
5. <u>RESOLUTION NO. 2-A, s. 1984</u>		
Merit Increase for performance category		7
Prof. Andres P. College Secretary		
6. <u>RESOLUTION NO. 2-B, s. 1984</u>		
Merit Increase for Attainment of Advanced Degree		8
Call to Order: 7. <u>RESOLUTION NO. 3, s. 1984</u>		
Hon. Abraham I. Felipe		
Guidelines for the implementation of Codal Provisions		
on Tenure of Appointment		8
to order at 12:45 p.m.		
8. <u>RESOLUTION NO. 4, s. 1984</u>		
1. Preliminary Matters		
Guidelines for determining Academic Rank		9
A. Approval of Agenda		
9. <u>RESOLUTION NO. 5, s. 1984</u>		
The agenda was approved as presented		28
Honorarium/Incentive pay to the typist/facilitator		
for the Information Office		9
B. Report of the College		
1. Construction of the Gymnasium		30
President Bernards reported that the construction of		31
the gymnasium has stopped, the equipment has expired, and		32

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 MINUTES OF THE 57TH (SPECIAL) MEETING OF THE VISCA
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 MECS, METRO MANILA

Present:

Hon. Abraham I. Felipe Presiding
 Deputy Minister
 Ministry of Education, Culture and Sports

Hon. F. A. Bernardo Vice Chairman
 President
 Visayas State College of Agriculture

Mr. Ernesto S. Gorospe (Represented Hon. Jose M. Lawas)
 Technical Coordinator
 Local Resource Management Project
 NEDA

Others Present:

Mr. John S. Imlan Representative
 Administrative Officer
 PASUC, MECS

Prof. Andres F. Duatin Secretary
 College Secretary
 Visayas State College of Agriculture

Call to Order:

Hon. Abraham I. Felipe, the presiding officer, called the meeting
 to order at 12:45 p.m.

1. Preliminary Matters

A. Approval of Agenda

The agenda were approved as presented.

B. Report of the College President

1. Construction of the Gymnatorium

President Bernardo reported that the construction of
 the gymnatorium has stopped, the contract has expired, and

only 20% accomplished. Achievers, the Manila-based contractor, 1
expects escalation because of the expensive construction costs 2
but the College does not have the amount, the President added. 3

Hon. Felipe hinted that the contract be surrendered and 4
Pres. Bernardo bared plan to study the case and possibly to 5
negotiate with others for the continuation of the construction. 6

2. Renovation of the Auditorium 7

It was also reported that the contractor of the renovation 8
of the auditorium has also faulted. The College took over and 9
resumed the work. 10

3. Construction of the Steel Fence 11

Gerent company started and then abandoned the construction 12
of the P170,000.00 steel fence so the College will also take 13
over the work. 14

4. Construction of the Bachelorettes Dormitory 15

The work at the bachelorettes dormitory has slowed down 16
because of the shortage of construction materials. PROGOSONS 17
has contracted the construction by providing labor only. 18

"We have to buy some more supplies in order to finish the work," 19

Pres. Bernardo said. 20

5. Construction of the Training Dormitory 21

The construction of the Farming Systems training dormitory 22
is almost completed. 23

6. Computers Acquired 24

Pres. Bernardo informed the Board that VisCA acquired 25

16 units of mini-computers just before the abrupt increase 26

in cost of this special equipment. A complete unit of the
micro category is being purchased. With this acquisition,
ViSCA will have a stronger computer power compared with that
of UPLB. With the necessary manpower, the computer system
can support the needs of the proposed computer science program,
the College research program, administration and information.
Some staff members are presently training for computer science
and other programs.

7. Fellowship Funds Made Available

The College President disclosed that ViSCA signed a
memorandum of agreement with IIE for the administration of
fellowship funds for some 14 scholars in the amount of
\$230,000.00. Of the 14 scholarships, two slots were on the
postdoctoral level. Pres. and Mrs. Bernardo have been granted
these two slots. They intend to leave for the U.S. on this
program to write a book on their experiences in developing
ViSCA.

8. Seminar-Workshop

The Association of Asian Agricultural Colleges and
Universities (AAACU), with support from UNESCO, shall meet
at ViSCA in June 1984 for a seminar-workshop. The topic for
gathering shall be: "Strengthening Practical Training in
Agricultural Education."

9. ViSCA Retirees of 1983

It was reported that three members of the ViSCA personnel
ended their services with the College as of December 31, 1983.

namely: Vice President Francisco G. Bascug; Prof. Manuel A.	1
Ancheta, the Director of Student Affairs; and Prof. Susano	2
C. Faelnar, Head of the department of Arts and Letters.	3
10. <u>Dr. Samuel S. Go Assumes Vice Presidency</u>	4
Dr. Samuel S. Go who was designated OIC of PIT has returned	5
to ViSCA to resume his position as Vice President for Adminis-	6
tration. He is still OIC of that College. There is no	7
intention to appoint a president because of the plan to merge	8
PIT with ViSCA to form a university, Pres. Bernardo explained.	9
 The Board noted the President's report.	10
II. <u>Ratification/Approval of the Minutes of the Previous Meeting</u>	11
The minutes of the Board meeting held last November 8, 1983 were	12
approved after the following corrections had been made:	13
Page 8, line 20--"the mandated" was replaced with "additional."	14
III. <u>Matters Arising from the Approved Minutes:</u>	15
<u>Planning Structure and Functions of the Planning Unit</u>	16
Regarding the suggested conversion of the existing positions of	17
Science Research Specialist at the Office of the newly created Planning	18
Unit into more appropriate positions such as Planning Specialists, the	19
Board Secretary was requested to contact NEDA for the equivalent	20
positions including the corresponding salaries.	21

For Approval/Ratification/Confirmation

A. Administrative Matters:

1. Appointment of Personnel

The appointment of personnel presented for confirmation consisted of: a. twelve (12) names under recruitment; b. five (5) for promotion; c. four (4) for permanent status; and d. seven (7) for upgrading of academic staff positions.

There being no objection, the Board passed the following:

RESOLUTION NO. 1-A, s. 1984

Confirming the appointment of the following:

1. Ms. Beatriz P. Satentes, as Temporary Instructor, at P15,264.00 p.a., effective January 1, 1984;
2. Mr. Rodrigo D. Braga, as Temporary Chemical Laboratory Technician, at P5,382.00 p.a., effective January 1, 1984;
3. Mr. Renato P. Bagarinao, as Temporary Utilityman, at P5,382.00 p.a., effective January 1, 1984;
4. Ms. Narcisa N. Batoon, as Temporary Chemical Laboratory Technician, at P5,382.00 p.a., effective January 1, 1984;
5. Mr. Jaime A. Mazo, as Temporary Utilityman, at P5,382.00 p.a., effective January 1, 1984;
6. Mr. Teodulco B. Managbanag, as Temporary Driver, at P5,382.00 p.a., effective January 1, 1984;
7. Mr. Macario F. Lopez, Jr., as Temporary Mechanical Plant Operator, at P5,382.00 p.a., effective January 1, 1984;
8. Mr. Rogelio I. Cailing, as Temporary Heavy Equipment Operator, at P5,928.00 p.a., effective January 1, 1984;
9. Ms. Segundina T. Managbanag, as Permanent Clerk I, at P5,382.00 p.a., effective January 16, 1984;
10. Mr. Tirso P. Igot, as Temporary Utilityman, at P5,382.00 p.a., effective January 1, 1984; and
11. Mr. Camelo B. Polancos, as Temporary Security Guard, at P5,382.00 p.a., effective January 16, 1984.

All recommendations have been passed by the ViSCA Selection/
Promotion Board. Appendix A

APPROVED

RESOLUTION NO. 1-B, s. 1984

Confirming the promotion of the following:

1. Mr. Juan S. Labra, Science Research Specialist I, to Senior Agronomist, at P16,044.00 p.a., effective January 1, 1984;
2. Mr. Franco F. Penetrado, Mechanic I, to Supervising Mechanic, at P9,288.00 p.a., effective January 1, 1984;
3. Ms. Velma A. Petargue, Clerk I, to Budget Aide, at P5,928.00 p.a., effective January 16, 1984;
4. Mr. Carlito N. Silao, Utilityman, to Clerk I, at P5,382.00 p.a., effective September 16, 1983; and
5. Ms. Anita G. Godoy, Clerk I, to Accounting Clerk I, at P5,382.00 p.a., effective September 16, 1983.

All recommendations have been passed by the ViSCA Selection/Promotion Board. Appendix A

APPROVED

RESOLUTION NO. 1-C, s. 1984

Confirming the appointment for permanent status of the following:

1. Mr. Raul F. Valenzona as Utilityman, permanent, effective December 1, 1983;
2. Mr. Jaime B. Berondo, Utilityman, permanent, effective December 16, 1983;
3. Mr. Gil C. Impas, Duplicating Equipment Operator, permanent, effective November 1, 1983; and
4. Ms. Asteria V. Apog, Clerk I, permanent, effective September 16, 1983.

All recommendations for permanent status have been passed by the ViSCA Selection/Promotion Board. Appendix A

APPROVED

RESOLUTION NO. 1-D, s. 1984

Confirming the upgrading of positions of the following

1. Rebecca Santiago, Ph.D. in Horticulture, from Instructor IV to Associate Professor I;
2. Jose Alkuino, Ph.D. in Agricultural and Resource Economics, from Assistant Professor II to Associate Professor I;
3. Myrna Pepino, Ph.D. in Human Nutrition, from Assistant Professor I to Assistant Professor IV;

4. Dilberto Ferraren, MS in Plant Genetics Resources, from Instructor I to Science Research Specialist III; 1
5. Edilberto Nasayao, MS in Forestry, from Instructor I to Instructor IV; 2
6. Julie Diamante, MS in Food Science, from Science Research Specialist I to Science Research Associate III; and 3
7. Algerico Mariscal, MS in Agronomy, from Science Research Specialist I to Science Research Specialist III. 4

Effectivity: January 1, 1984, or upon receipt of certificate of completion, whichever is later. 5

All recommendations have been passed by the College Academic Personnel Board. Appendix A 6

APPROVED 7

2. Merit Increase 8

a. For performance category 9

Some sixty two (62) administrative staff members from the various offices of the College were recommended for corresponding salary increases for meritorious performances. 10

Appendix B 11

There being no objection, the Board passed: 12

RESOLUTION NO. 2-A, s. 1984 13

Approving the salary increase of one step for the sixty (60) staff members (Nos. 1-59 and 52-62) and two steps salary increase for the two (2) staff members (No. 50 and 51) for their meritorious performances, effective July 1, 1983, subject to availability of funds and COA rules. Appendix B 14

APPROVED 15

b. Attainment of advanced degree 16

Five staff members were recommended for one step salary increase for their attainment of advanced degrees. 17

Appendix B 18

On motion duly seconded, the Board passed: 19

discriminatory and excludes performance rating which is highly
RESOLUTION NO. 2-B, s. 1984

subjective. Thus providing a more equitable and rational
Approving the increase of one step salary increase
of the five (5) staff members who obtained advanced degrees.
Appendix B

After some discussion on the merits of the revision,
APPROVED

- there being no objections, the Board passed:
3. Guidelines for the implementation of Codal Provisions on

RESOLUTION NO. 4, s. 1984
Tenure of Appointment

Approving in toto the revised guidelines for deter-
mining Cognizant of the need to give staff members concerned
including research positions, to take effect this fiscal
year 1984 a chance to grow professionally, thus ultimately entitling

them to tenure in their appointment, it was recommended that

5. Proposed VISCA Sub-divisions
those who were not given a chance to undertake advance studies

due to limited resources be allowed to start and finish a

graduate degree within a period of three years starting in

June 1984. Those who have already obtained a master's degree

are also given a grace period of three years to qualify for

6. Honorarium/Incentive pay to the typist/facilitator for the
the position of assistant professor. Appendix C

Information Office

After some discussions and some corrections on the

It was recommended that the OCS clerk who rendered extra
proposal, the Board passed:
work as typist/facilitator for the Information Office be given

RESOLUTION NO. 3, s. 1984

an incentive pay of P50 per issue of the VISCA Newsletter and

Approving the recommendation that those faculty
members who have exceeded the 7-year probationary period
are given a grace period of three years starting in June
1984 to qualify for permanent appointment. Appendix C

RESOLUTION NO. 5, s. 1984 APPROVED

4. Revised guidelines for determining academic rank M. Betonio, Jr.,

Clerk of OCS, be given honorarium/incentive pay for his extra
services to the Information Office. The revised guideline for determining academic rank
from the last issue in November, 1983, of the VISCA Newsletter and
for the teaching staff makes the tenured positions more
Vista at the rate of P50.00 per issue, subject to availability
of funds and CCA rules.

APPROVED

discriminatory and excludes performance rating which is highly
subjective. Thus providing a more equitable and rational
means. Appendix D

After some discussion on the merits of the revision,
there being no objections, the Board passed:

RESOLUTION NO. 4, s. 1984

Approving in toto the revised guidelines for deter-
mining the position and rank of the academic personnel,
including research positions, to take effect this fiscal
year 1984. Appendix D

APPROVED

5. Proposed ViSCA Sub-division

Action on the proposal to set aside a portion of the
ViSCA campus for a subdivision for lease to faculty/staff
members was deferred pending the advice from a lawyer or
opinion from the Ministry of Justice.

6. Honorarium/Incentive pay to the typist/facilitator for the
Information Office

It was recommended that the OCS clerk who rendered extra
work as typist/facilitator for the Information Office be given
an incentive pay of P50 per issue of the ViSCA Newsletter and
ViSCA Vista.

There being no objection, the Board passed:

RESOLUTION NO. 5, s. 1984

Approving the recommendation that Mr. Onofre M. Betonio, Jr.,
Clerk of OCS, be given honorarium/incentive pay for his extra
services to the Information Office as typist/facilitator from
the last issue in November, 1983, of the ViSCA Newsletter and
the January-March and April-June, 1983 issues of the ViSCA
Vista at the rate of P50.00 per issue, subject to availability
of funds and COA rules.

APPROVED

7. Petition for Exemption from PAG-IBIG Contributions

The faculty and staff of ViSCA presented, through the ViSCA Administration, their petition for exemption from PAG-IBIG membership for the following reasons:

- a. Almost ninety-five percent of us can not avail of the PAG-IBIG housing loan either due to lack of individual paying capacity or the employment status. The remaining few who may qualify had already constructed their own houses either in Baybay, Leyte or in their respective home provinces;
- b. A number of staff had a housing loan from the Government Service Insurance System (GSIS), the Development Bank of the Philippines (DBP) and other banking institution long before the implementation of the PAG-IBIG FUND SYSTEM;
- c. Due to the present economic crisis, we need every peso of our salary to buy our daily basic needs. Surely, our primary concern now is mere subsistence. Any plan to build our own houses now becomes ridiculous when we could hardly afford a good meal. Surely, the three percent being deducted arbitrarily from our salary for the PAG-IBIG loan fund will go a long way in our dining tables.

BOARD ACTION: Suggested that the petition be referred to PERAA for opinion/advice.

Other Matters:

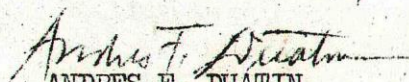
1. Invitation for Min. Jaime Laya

Pres. Bernardo asked the Board if ViSCA could renew its invitation to MECS Minister Jaime Laya to attend this year's graduation and be conferred the honorary degree. Hon. Felipe agreed that the Minister be invited as speaker but not to be conferred a degree because he may not want it now that he is the

Minister. So, Pres. Bernardo instructed the Secretary to prepare 1
the invitation letter for the Minister as guest speaker during 2
this year's graduation rites. 3

There being no other matter to discuss, the presiding officer 4
adjourned the meeting at 1:55 p.m. 5

CERTIFIED TRUE AND CORRECT:


ANDRES F. DUATIN
Secretary

ATTESTED:

HON. ABRAHAM I. FELIPE
Presiding Officer

APPROVED AS CORRECTED:

March 16, 1984

Appointments of College Personnel for ConfirmationI - RecruitmentA. Dept. of Plant Breeding & Ag. Botany

1. Ms. Beatriz P. Satentes
BS in Agriculture (Botany)
ViSCA 1983
Age: 22 yrs. old
- Instructor
Salary: P15,264.00 p.a.
Effectivity: Jan. 1, 1984
Status: Temporary

B. Dept. of Plant Protection

2. Mr. Rodrigo D. Braga
Marine Engineering
Cebu School of Arts & Trade
1977
Age: 24 yrs. old
- Chemical Laboratory Technician
Salary: P5,382.00 p.a.
Effectivity: Jan. 1, 1984
Status: Temporary

3. Mr. Renato P. Bagarinao
BS in Commerce
Western Leyte College 1982
Age: 28 yrs. old

Utilityman
Salary: P5,382.00 p.a.
Effectivity: Jan. 1, 1984
Status: Temporary

C. Dept. of Agronomy & Soil Science

4. Ms. Narcisa N. Batoon
BS in Agric'l. Education
Bohol Agric'l. College 1979
Age: 24 yrs. old

Chemical Laboratory Technician
Salary P5,382.00 p.a.
Effectivity: Jan. 1, 1984
Status: Temporary

D. Dept. of Agric'l. Economics & Agribusiness

5. Mr. Jaime A. Mazo
High School Graduate
Baybay High School 1973
Age: 31 yrs. old

Utilityman
Salary: P5,382.90 p.a.
Effectivity: Jan. 1, 1984
Status: Temporary

E. Physical Plant Office

6. Mr. Teodulo B. Managbanag
High School Graduate
Baybay High School 1974
Age: 26 yrs. old

Driver
Salary: P5,382.00 p.a.
Effectivity: Jan. 1, 1984
Status: Temporary

7. Mr. Macario F. Lopez Jr.
Power Plant Engineering
Cebu School of Arts & Trade
1973
Age: 32 yrs. old

Mechanical Plant Operator
Salary: P5,382.00 p.a.
Effectivity: Jan. 1, 1984
Status: Temporary

8. Mr. Rogelio I. Cailing
Elementary Graduate
Bunga Elem. Baybay, Leyte
1962
Age: 33 yrs. old

Heavy Equipment Operator
Salary: P5,928.00 p.a.
Effectivity: Jan. 1, 1984
Status: Temporary

F. Supply & Property Mgt. Division

- | | |
|---|--|
| 9. Ms. Segundina T. Managbanag
BS in Commerce
Colegio de San Jose Recoletos
1979
Age: 26 yrs. old | Clerk I
Salary: P5,382.00 p.a.
Effectivity: Jan. 16, 1984
Status: Permanent |
|---|--|

G. Infirmery

- | | |
|---|--|
| 10. Mr. Tirso P. Igot
High School Graduate
ViSCA 1979
Age: 25 yrs. old | Utilityman
Salary: P5,382.00 p.a.
Effectivity: Jan. 1, 1984
Status: Temporary |
|---|--|

H. Security Office

- | | |
|---|--|
| 11. Mr. Antonio P. Bartolini
High School Graduate
Baybay High School 1980
Age: 24 yrs. old | Security Guard
Salary: P5,382.00 p.a.
Effectivity: Jan. 1, 1984
Status: Temporary |
| 12. Mr. Camelo B. Polanco
High School Graduate
St. Michael's College, Hindang
Leyte 1965
Age: 37 yrs. old | Security Guard
Salary: P5,382.00 p.a.
Effectivity: Jan. 1, 1984
Status: Temporary |

Note: All recommendations have been passed by the ViSCA Selection/
Promotion Board.

II - Promotion

- | | |
|--|---|
| 1. Mr. Juan S. Labra
BS in Ag. Education (Agronomy)
ViSCA 1972
Former Position: Sci. Res. Spec. I | Senior Agronomist
Salary: P16,044.00 p.a.
Effectivity: Jan. 1, 1984 |
| 2. Mr. Franco F. Penetrado
High School Graduate w/
Vocational Training
Cebu School of Arts & Trade 1970
Former Position: Mechanic I | Supervising Mechanic
Salary: P9,288.00 p.a.
Effectivity: Jan. 1, 1984 |
| 3. Ms. Volma A. Petargue
BS in Commerce (Accounting)
Univ. of San Carlos 1980
Former Position: Clerk I | Budget Aide
Salary: P5,928.00 p.a.
Effectivity: Jan. 16, 1984 |
| 4. Mr. Carlito N. Silao
Secretarial Graduate
FCIC 1980
No. of yrs. in the position - 3 yrs.
Performance Rating- Satisfactory
Former Position --Utilityman | Clerk I
Supply & Property Mgt. Div.
Effectivity: Sept. 16, 1983 |

4. Ms. Anita G. Godoy
BS in Commerce
No. of yrs. in the position - 2 yrs.
Performance Rating - Very Satisfactory
Former Position - Clerk I
Accounting Clerk I
Accounting Division
Effectivity: Sept. 16, 1983

Note: All recommendation have been passed by the ViSCA Selection/
Promotion Board.

III. For Permanent Status

1. Mr. Raul F. Valenzona
Third Year High School
No. of yrs. in the position - 2 yrs.
Performance Rating - Very Satisfactory
Utilityman
Library
Effectivity: Dec. 1, 1983
2. Mr. Jaime B. Berondo
Second Year College
No. of yrs. in the position - 2 yrs.
Performance Rating - Very Satisfactory
Utilityman
Dept. of Forestry
Effectivity: Dec. 16, 1983
3. Mr. Gil C. Impas
High School Graduate
No. of yrs. in the position - 8 yrs.
Performance Rating - Very Satisfactory
Duplicating Equipment
Operator
Mimeographing Unit
Effectivity: Nov. 1, 1983
4. Ms. Asteria V. Apog
BS in Commerce
CS Eligibility: Career Service Prof.
No. of yrs. in ViSCA - 11 mos.
Clerk I
Legal Office
Effectivity: September 16, 1983

Note: All recommendations have been passed by the ViSCA Selection/
Promotion Board.

IV. For Upgrading of Academic Staff

Name	Highest Degree	Present Rank	Upgraded Rank
1. Rebecca Santiago	PhD in Horticulture	Inst. IV	Assoc. Prof. I
2. Jose Alkuino	PhD in Agric'l. & Resource Economics	Asst. Prof. II	Assoc. Prof. I
3. Myrna Pepino	PhD in Human Nutrition	Asst. Prof. I	Asst. Prof. IV
4. Dilberto Ferraren	MS in Plant Genetics Resources	Sci. Res.	Sci. Res. Spec. III
5. Edilberto Nasayao	MS in Forestry	Inst. I	Instructor IV
6. Julie Diamante	MS in Food Sci.	Sci. Res. Spec. I	Sci. Res. Asso. III
7. Algerico Mariscal	MS in Agronomy	Sci. Res. Spec. I	Sci. Res. Spec. III

Effectivity: January 1, 1984 or upon receipt of certificate of completion
whichever is later.

Note: All recommendations have been passed by the College Academic
Personnel Board.

Board Action: Approved
Jan. 12, 1984

APPENDIX B

MERIT INCREASE FOR ADMINISTRATIVE PERSONNEL

In accordance with CSC MC No. 1 and Budget Circular No. 340, s. 1981, the following administrative personnel are given merit increase. In view of the present retrenchment policy of the government, the resulting salary increase will be subject to availability of savings from personal services.

A. Performance Category - Effective July 1, 1983

<u>Name</u>	<u>Position</u>	<u>No. of Steps</u>
1. Filipino, Carmela	Clerk I	1
2. Abayabay, Melchor	Clerk II	1
3. Masendo, Alejo	Farm Aide	1
4. Abocejo, Fernando	Utilityman	1
5. Caintic, Virginia	Clerk I	1
6. Berondo, Jaime	Utilityman	1
7. Florendo, Alfredo	Forest Guard	1
8. Amihan, Marcelina	Clerk I	1
9. Bagarinao, Alberto	Utilityman	1
10. Godoy, Rebecca	Clerk I	1
11. Abonio, Sergio	Clerk II	1
12. Cano, Lourdes	Supervising Clerk	1
13. Carcallas, Nellie	Personnel Aide	1
14. Pascual, Fe	Accountant II	1
15. Israel, Jeannette	Accounting Clerk I	1
16. Bulilan, Hermogina	Disbursing Officer	1
17. Fernandez, Anecia	Cash Clerk	1
18. Maratas, Jesus	Cash Clerk	1
19. Fernandez, Guiraldo	Legal Officer	1
20. Abogadie, Maxima	Supervising Clerk	1
21. Paña, Manuel	Clerk I	1
22. Godoy, Cresencio	Messenger	1
23. Piamonte, Edito	Messenger	1
24. Valenzona, Zosimo	Security Guard	1
25. Bacalso, Teodulfo	Security Guard	1
26. Alba, Leonardo	Security Guard	1
27. Abit, Adelaida	Junior Librarian	1
28. Miranda, Carmiano	Clinic Physician	1
29. Torrefranca, Flotilda	Senior Dentist	1
30. Capacio, Remdios	Nurse	1
31. Borneo, Arlene	Nurse	1
32. Valoria, Ludivina	Dental Aide	1
33. Olleras, Eusebio	Student Records Examiner	1
34. Israel, Nestor	Civil Engineer	1
35. Poliquit, Dominador	Electronics Technician	1
36. Diaz, Cesar	Driver	1
37. Soria, Jose	Heavy Equipment Operator	1
38. Bacalso, Rolando	Field Electrician	1
39. Penetrado, Franco	Mechanic	1
40. Managbanag, Esmeraldo	Mechanic	1

41. Soria, Restituto	Mechanic	1
42. Quinonez, Arthur	Mechanic	1
43. Singson, Francisco	Plumber	1
44. Bande, Angel	Carpenter	1
45. Olmedo, Antonio	Painter	1
46. Cagande, Silvestre	Draftsman	1
47. Poliquit, Regalado	Plant Propagator	1
48. Poliquit, Zoilo	Groundsman-Gardener	1
49. Oquias, Bonifacio	Gardener	1
50. Flandez, Domingo	Illustrator	2
51. Cala, Norma	Budget Officer	2
52. Modina, Beatriz	Chief Accountant	1
53. Capacio, Manuel	Bldg. Superintendent	1
54. Valenzona, Wilfredo	Administrative Officer	1
55. Abogadie, Melecio	Cashier	1
56. Bascug, Remedios	Records Officer	1
57. Pascual, Jaime	Head Janitor	1
58. Arradaza, Alfredo, Jr.	Supply Officer	1
59. Bertulfo, Isabel	Resident Physician	1
60. Mariscal, Linda	Registrar	1
61. Borneo, Alicia	Personnel Officer	1
62. Seroy, Lucena	Private Secretary	1

B. Attainment of Advanced Degree - One Salary Step

<u>Name</u>	<u>Position</u>	<u>Degree/Date Attained</u>	<u>Effectivity</u>
1. Napiere, Rebecca	Supervising Librarian	MLS/June 2, 1980	Jan. 1, 1983
2. Mariscal, Linda	Registrar	MA in Educ'l.	
3. Borneo, Alicia	Personnel Officer	Management/May 23/82	--do--
		MM in Public	
4. Jaime, Consuelo	Senior Librarian	Management/May 12/82	--do--
5. Sandoval, Sixto	Adm. Asst. II	MLS/October 1982	--do--
		MA in Public Adminis- tration/April 9/83	July 1, 1983

Note: Recommendations have been passed by the Committee on Merit Increase for Administrative Staff

Board Action: APPROVED
Jan. 12, 1984

APPENDIX C

Guidelines for Implementation of the Codal
(ViSCA) Provision on Tenure of Academic Staff

Rationale:

Section 160 of Article 8, Chapter 16 of the ViSCA Code provides that "all assistant instructors and instructors and their equivalents shall hold temporary appointment renewable every year; Provided, that in no case shall the temporary status exceed seven (7) years." It is apparent that the intention of the code is to encourage all academic staff members to continually strive for personal growth and professional advancement to keep in step with the growth and progress of the College by way of awarding tenure to senior positions only. Although the mass development program started six (6) years ago, not everybody was given the chance to undertake advanced studies due to limited resources. Some of them were left behind in their departments to carry on the functions of the department while the others whose field of specialization was considered priority area, were on study leave. In fairness to those who were not given a chance to grow professionally due to the exigencies of the services, the following implementation of the provision on tenure of academic staff is hereby proposed:

Those faculty members who do not have a graduate (master's) degree and those who already have a master's degree shall be given a three-year grace period to qualify for the position of assistant professor, based on the approved guidelines for determining academic ranks, the grace period to start in June 1984.

Passed by the Executive Committee (EC) in its meeting on November 12, 1983, as recommended by the Academic Personnel Board.

(SGD.) ANDRES F. DUATIN
College Secretary
December 13, 1983

Approved as corrected: Jan. 12, 1984

REVISED GUIDELINES FOR DETERMINING ACADEMIC RANK

Rationale:

The present guidelines for determining academic rank has served and is still serving its original purpose, e.g., to provide a systematic and more quantifiable means of determining the position title and rank of academic personnel commensurate to their qualifications. While its original objective has remained constant through the years, the mechanism needs updating to keep in step with changes in policy such as certain budgetary adjustments of the salary scale and recent Civil Service regulations affecting qualification requirements of teaching staff in state colleges. This revised version provides among others, a minimum requirement of a masteral degree for the tenured positions such as assistant professor and higher, and an overlap between ranks. The purpose of the overlap is to enable some academic staff members to enjoy the salary of a higher rank without necessarily being promoted thereto. With this scheme, we hope to make the tenured positions more discriminatory and to be awarded only to those truly deserving in terms of proficiency and scholarly achievements at the same time rewarding the others for their dedication to their calling. Another major revision is the exclusion of performance rating in the computation. However, a performance rating of at least satisfactory for college instructor level and very satisfactory for tenured positions, is a requisite for upgrading/reclassification in cases of general upgrading/reclassification, the total points earned notwithstanding. It was experienced in previous upgrading that the performance rating, being highly subjective, is a source of disillusionment and has resulted in misunderstanding among the staff members when given a numerical equivalent which can greatly affect the total points earned by the staff members.

This revised version is hoped to provide a more equitable and rational means of determining the position and rank of the academic personnel.

Additional Recommendations

1. For research positions the same guideline will be followed using an equivalent position title per OCPC position classification with the authorized OCPC hiring rate as guide for determining the equivalent rank.
2. For determining the position and rank of high school instructors, the same guidelines will be used except for the required performance rating which should be Very Satisfactory before any upgrading can be granted.
3. Any provision of the ViSCA Code on qualifications of academic staff which is inconsistent with any portion of this revised guidelines is hereby modified accordingly.

Passed by the Executive Committee on May 6, 1983

Board Action: APPROVED
Jan. 12, 1984

VISAYAS STATE COLLEGE OF AGRICULTURE
 Baybay, Leyte

MINIMUM QUALIFICATION & POINT REQUIREMENTS FOR ACADEMIC POSITIONS

<u>Position Title</u>	<u>Point Requirement</u>
Assistant Instructor	30
Instructor	32 34 36 38 40 42 44
Assistant Professor	48 w/MS 50 52 " - 46 w/PhD 54 " - 48 56 " - 50 58 60
Associate Professor	66 w/MS - 56 w/PhD 68 " - 58 70 " - 60 72 " - 62 74 " - 64 76 " - 66 78 " - 68
Professor	78 w/PhD 82 " 86 " 90 "

VISAYAS STATE COLLEGE OF AGRICULTURE
Baybay, Leyte

GUIDELINES FOR DETERMINATION OF ACADEMIC RANK

A. EDUCATIONAL QUALIFICATION 51 points

1. Highest academic degree or educational attainment in the field of study appropriate to his work:^{1/}
 - a. Doctoral degree (ScD, PhD, EdD, or equivalent) 46 "
 - b. Master's degree (MS, MEd, MA, MAT or equivalent) 38 "
 - Doctor of Veterinary Medicine 32 "
 - c. Bachelor's degree:
 - (1) Regularly 5-year degree curriculum in all colleges in the Philippines 31 "
 - (2) Regularly 4-year degree curriculum in all colleges in the Philippines 30 "
2. Additional degree: (Maximum of 3 points)
For every additional related equivalent degree taken after the highest degree:
 - a. PhD or its equivalent 3 "
 - b. MS or its equivalent 2 "
 - c. BS or its equivalent 1 "
3. Additional credits earned during the last five years towards a relevant degree higher than the highest degree earned: (Maximum of 2 points; no proportionate credit for fraction of 10 credits)^{2/}
 - a. For every 10 credits earned towards an approved doctorate degree program 1 "
 - b. For every 10 credits earned towards an approved master's degree program 1 "

^{1/}For returning scholars with advanced degree, the word appropriate means the degree program specified in the scholarship contract. If the degree completed, though relevant, is not the course specified in the contract and the shift was made without prior approval of the College President through the recommendation of the Scholarship Committee, the corresponding points for the advanced degree shall be reduced by two (2) points.

^{2/}No points will be given to units earned towards an unapproved program.

B. EXPERIENCE AND LENGTH OF SERVICE (Point will be pro-rated for experience of less than one year) 12* 10** points

1. Full time teaching, research and extension service at any public or private educational or research institution:

- a. For every year of experience in college teaching, research, or extension work 0.5 point
- b. For every year of experience in high school and college teaching for a high school position 0.4 "
- c. For every year of experience in high school teaching for a college position 0.3 "
- d. For every year of experience in elementary school teaching for a high school position 0.2 "

For a college teaching position, no credit will be given to teaching experience in the elementary school.

2. Full time administrative experience in a supervisory capacity in public or government recognized private educational or research institution relevant to the position:

- a. For every year of such experience in a college, research institution or extension office 0.5 "
- b. For every year of such experience in a high school for high school position 0.4 "
- +c. For every year of such experience in a high school for a college teaching position 0.3 "
- d. For every year of such experience in an elementary school for a high school teaching position 0.2 "

No credit shall be given to such experience in an elementary school for a college teaching position

+ Experience as high school principal gets 0.5 point if subject to be taught in college pertains to supervision and administration.

3. Part-time teaching or research experience while doing graduate work including research or teaching assistantship:

- a. For every year of such experience while pursuing a PhD degree 0.50 "
- b. For every year of such experience while pursuing a master's degree 0.25 "

* - Maximum points for reclassification
** - Maximum points for recruitment

C. PROFESSIONAL GROWTH AND HONORS	30.00 points
1. Innovations, publications, inventions and other creative work patented or accepted:	
a. For every educational innovations introduced and adopted on a nationwide basis	3.00 "
b. For every introduced innovation adopted by the College	2.00 "
c. For every original and relevant invention of educational, scientific and cultural value:	
1. Patented with international application	5.00 "
2. Nationally patented	3.00 "
3. Used locally but not patented	1.00 "
d. For each recognized discovery of significant educational, scientific and cultural value	2.00 "
e. For every published book approved for use by the Textbook Board/Committee	3.00 "
f. For every published book ^{a/} with more than 100 pages not approved by the Textbook Board nor the Textbook Committee	2.00 "
*g. For every independent or original research of scientific article ^{b/} published in a recognized technical journal	1.00 "
h. For every pamphlet published related to his field of specialization, agriculture or rural development or creative article published in technical journal	1.00 "
i. For every original article related to his field of specialization, agriculture and/or rural development published in popular periodicals or magazine	0.25 "
j. For every original article related to his field of specialization, agriculture and/or rural development published in non-technical publication with limited circulation	0.10 "

-
- ^{a/} May include writing a chapter or chapters in a book or editing the book (1/2 point)
- ^{b/} One-half (1/2) of the point for excerpts; pro-rated for co-authors.
- Publications based on thesis shall have a maximum of two points.
- Technical Definitions:
- Book - A published bound volume of a long systematic literary/technical composition of at least 100 pages.
- Journal - A periodical issued by an institution or learned society, containing news and reports of activities, record of proceedings or transactions and/or work in a particular field.
- Pamphlet - An independent publication consisting of a few leaves of printed matter stitched together usually enclosed in paper covers not exceeding 100 pages.

2. For non-degree study, research and other professional improvement:
(Maximum of 7 points)

- a. For every year of any such activity sponsored by the government, the UN, or its agencies, or any foreign program covered by an agreement with the government. Point will be pro-rated for less than one year of such activity with a minimum of 0.1 point) 1.00 point
- b. For every governmental mission abroad of an educational, technological, scientific, or cultural nature 0.50 "
- c. For every year of service to an international organization abroad in a professional post including employment as an expert or consultant. (Point will be pro-rated for less than one year of such service with a minimum of 0.5 point). No point will be given for this service under letter b 1.00 "
- +d. For every attendance as adviser, organizer, coordinator, consultant, resource person, presenting a paper or guest speaker at conferences, workshops, or training courses provided it is not covered under any other item:
 1. International 0.50 "
 2. National or Regional 0.25 "
3. For every membership to international honor societies 0.30 "
4. Highest civil service/board/bar examinations passed:
(Only one eligibility will be credited and must be relevant to present work)
 - a. Social Worker, Junior Teacher, FMT, HMT, eligibilities granted by PD, Junior/Associate Engineering Board and equivalents 0.50 "
 - b. Teacher, Agricultural Officer, Plant Pest Control Officer, CPA, Professional Engineering, Nursing, Dentistry, Medical, Pharmacy, Architecture, Forestry, Veterinary Board and equivalents 1.00 "
 - c. Superintendent exam. 2.00 "

+/- Points will be credited only when one is not being paid regularly by an association or organization to perform the task of organizing or coordinating a seminar, conference or training course.

5. Scholarships, Study Grants, Honors and Awards received:
(Maximum of 15 points)

- *a. For every competitive scholarship granted/decided by outside agency towards a degree for at least one year:
(Maximum of 2 points)

- | | |
|--|-------------|
| 1. International competition | 2.00 points |
| 2. National or Regional | 1.00 " |

- b. For every scholarship or study grant enjoyed for non-degree study for one year decided/granted by outside agency: (Pro-rated for less than one year-maximum of 2 points)

- | | |
|--|--------|
| 1. International competition | 2.00 " |
| 2. National/Regional | 1.00 " |

- c. For every academic honor earned, such as summa cum laude, magna cum laude, cum laude or their equivalent
- | | |
|--|--------|
| | 1.00 " |
|--|--------|

- d. For every award of distinction received in recognition for contribution to or service in education, science, technology or culture:

- | | |
|---|---------|
| 1. National award (a) award such as TOYM, Pro-Patria or equivalent | 10.00 " |
| (b) award by national research or service organization such as PCARRD, CSSP or equivalent | 5.00 " |
| 2. Regional award | 1.00 " |
| 3. Provincial, Municipal, institutional | 0.50 " |

E. SPECIAL PROVISIONS

1. For every international award of distinction received in recognition of contribution to or service in education, science, technology or culture or actual involvement in community development service (Ex. Magsaysay, Nobel Prize, Pulitzer)
- | | |
|--|---------|
| | 20.00 " |
|--|---------|

2. Additional points for leadership responsibility using the following guide:

- | | |
|---|--------|
| a. Section Head (College and High School) | 1.00 " |
| b. Office Heads | 2.00 " |
| c. Director, Department Heads, High School Principal, College Secretary | 4.00 " |
| d. Membership to standing committee for at least one year (Maximum of 1.00 point) | 0.50 " |

*/ In case of two scholarship awards for a degree, credit will be given to whichever is higher.

e. Guidelines in the computation of points for Section and Department Heads (Memo. No. 44, s. 1981)

1. Section Heads

- a. For sections with three (3) staff members or less 0.5 point
- b. For sections with four (4) staff members or more 1.00 "

2. Department Heads

- a. For departments with ten (10) staff members or less 2.00 "
- b. For departments with 11-20 staff members 3.00 "
- c. For departments with 21 or more staff members 4.00 "

3. Only regular staff members in each department or center shall be counted as members. Casual and contractual personnel are excluded.

4. To get the full credit points, the department or section head must have served in that capacity for a minimum of three years. For less than three (3) years terms the points will be prorated.

*3. For every five (5) years of continuous Satisfactory service to ViSCA/VAC/BNAS 1.00 "

4. Academic staff members on study leave will be reclassified only upon their return to work at ViSCA after completion of advanced degree.

5. Except for those who have just earned a higher degree, no academic staff member should be adjusted beyond 2 ranks at a time.

6. If a returning scholar's earned points upon evaluation is less than or equivalent only to his/her present rank, he/she shall be given one step higher than his/her present level.

7. If the staff member acquired his/her advanced degree through a ViSCA scholarship, fellowship or endorsement to a granting institution, no rarity points will be given.

8. In a general reclassification, no faculty member shall be entitled to position reclassification or upgrading unless his/her work performance for the last two rating periods preceding the reclassification or upgrading based on approved criteria is at least Satisfactory; provided that for tenured positions, e.g. Assistant Professor rank or higher, the required performance rating is at least Very Satisfactory.

*/ period during study leave with or without pay excluded

9. The minimum educational qualification required for Assistant Professor or higher rank in the College level is masteral degree as required by CS rules and regulations.
10. After a general reclassification of academic staff, succeeding upgrading will not consider anymore the factors already credited in the previous general reclassification using the same guideline but only those accomplished from the date of the last general reclassification using the guidelines for determining the corresponding point equivalents. Therefore, the point difference between steps or ranks will be the only required points for upgrading to higher steps or ranks as the case maybe. However, there should be a general reclassification whenever a new or revised guideline is being adopted.
11. For recruitment purposes, additional points may be given to academic honors earned (For BS degree only):
 - a. Summa Cum Laude, Magna Cum Laude, Cum Laude 3.00 points
 - b. GPA of 1.76 - 1.99 or its equivalent 0.50 "
12. For recruitment purposes, additional points may be granted to an applicant by the President upon the recommendation of the department or office head for graduates of fields of study with very limited supply 2-8 "
13. Before final acceptance of a prospective applicant for teaching position, the applicant shall pass an interview to be conducted by a department committee composed of three members. The Director of Instruction reserves the right to further interview the applicant. Actual teaching demonstration of the applicant shall also be a part of the evaluation. The department's evaluation committee shall be composed of the department head, one senior staff member and one **junior** staff member.
14. Appointment of substitute instructors in the College departments shall be for one semester only subject to semestral extensions if the teaching load of the department warrants.
15. In addition to minimum number of points and relevant degree requirements, an applicant to any academic position must meet the following:
 - a. Grade Point Average
 1. Major subject - 2.25 or better
 2. Other subjects - 2.50 or better
 - b. No failing grade
 - c. Maximum age:
 1. BS - 30 years old
 2. MS - 40 years old
 3. PhD - 45 years old

Approved by the ViSCA Board of Trustees
per Board Resolution No. 4, s. 1984

VISAYAS STATE COLLEGE OF AGRICULTURE
Baybay, Leyte

December 7, 1983

Dr. Fernando A. Bernardo
President
ViSCA, Leyte 7127-A

S i r :

I would like to recommend Mr. Onofre Betonio and Mr. Herlinio Alaba to receive an incentive pay of P50 pesos each per issue of the ViSCA Newsletter and ViSCA Vista for their services rendered as typist and facilitator of the above mentioned publications handled by the Information Office.

In the absence of a clerk-typist of the Information Office, both have helped release the following issues of the ViSCA Newsletter which started with the March 1-15 issue up to the latest issue of November 1983 and the January-March and April-June issues of the ViSCA Vista.

Other than helping release the 13 issues of the ViSCA Newsletter and two issues of the ViSCA Vista, both also have rendered clerical and messengerial assistance to meet the needs of the Information Office.

For their satisfactory services at the Information Office it is deemed proper and fitting to give them incentive pay for the services they have faithfully rendered.

I trust that this recommendation to give incentive pay to the above mentioned employees be given due consideration.

Thank you very much.

Very truly yours,

(SGD.) ANDRES F. DUATIN
Head, Information Office

BOARD ACTION: APPROVED
DATE: JAN. 12, 1984



VISAYAS STATE COLLEGE OF AGRICULTURE
VISCA, Leyte 7127-A

INFORMATION OFFICE

January 7, 1984

C E R T I F I C A T I O N

TO WHOM IT MAY CONCERN:

THIS IS TO CERTIFY that Mr. Onofre H. Detonio, Jr., Clerk/Typist of the Office of the College/Board Secretary had actually rendered services as typist/facilitator in the College publications particularly in the VisCA Newsletter and VisCA Vista as follows, to wit:

VisCA Newsletter

March 1-15, 1983
April 1-30, 1983
May 1-15, 1983
May 16-31, 1983
June 1-15, 1983
June 16-30, 1983
July 1-15, 1983
July 16-31, 1983
Aug. 1-15, 1983
Aug. 16-31, 1983
Sept. 1-15, 1983
Sept. 16-30, 1983
Oct. 1-31, 1983
Nov. 1-30, 1983
Dec. 1-31, 1983

VisCA Vista

July-September, 1983
April-June, 1983
January-March 1983
Special Issue - June 1983

15 issues - TOTAL - 4 issues

Issued upon request of the interested party concerned in support of the attached voucher.

(SGD.) ARCHIL H. BACAREZA
Information Editor II

NOTED:

(SGD.) ANDRES F. DUATIN
Head, Information Office