

MINUTES OF THE 111th University ADCO MEETING
Friday – 21 November 2014
2nd Floor – University Review Center
Visayas State University
Visca, City of Baybay, Leyte

ATTENDANCE:

A. Present

1. ABAMO, Antonio P.	Dean, College of Management & Economics
2. ALBEOS, Felipe Q.	Dean, VSU Villaba
3. ASIO, Victor B.	VP for Planning, Resource Generation & External Affairs
4. BACUSMO, Jose L.	Dean, College of Agriculture & Food Science
5. BALBARINO, Edwin A.	PRESIDENT & Chairman
6. BELONIAS, Beatriz S.	Dean, VSU Isabel
7. CAPUNO, Othello B.	Dean, Graduate School
8. CENIZA, Ma. Juliet C.	VP for Research and Extension
9. GARCIA, Pastor P.	Director, NCRC-Visayas
10. ISRAEL, Nestor M.	Director, eco-Farmi
11. LAÑADA, Eugene B.	Director, General Services Office
12. LORETO, Alan B.	Dean, College of Veterinary Medicine
13. PADAYAO, Marichu M.	Executive Assistant
14. PARDALES, Andreli D.	Dean, VSU Alangalang
15. PATINDOL, Remberto A.	Head, University Library
16. QUEVEDO, Marcelo A.	Dean, College of Arts and Sciences
17. TUDTUD, Daniel Jr. M.	Director, PhilRootCrops
18. VELASCO, Eliezer L.	<i>University Secretary</i>
19. YU, Elwin Jay V.	University Registrar
	Head, VSU Health Services Office

B. Not Present

Represented by/Remarks

1. AMPAC, Louella C.	<i>represented by Ms. Anito G. Godoy</i>
2. CANO, Lourdes B.	<i>represented by Atty. Rysan C. Guinocor</i>
3. CUADRA, Lijuera J.	<i>represented by Dr. Rosario P. Abela</i>
4. COME, Renezita S.	<i>represented by Dr. Ernesto C. Bumatay</i>
5. ESGUERRA, Erlinda S.	<i>represented by Ms. Ma. Teresa A. Cruz</i>
6. GAPASIN, Ruben M.	<i>represented by Dr. Feliciano G. Sinon</i>
7. GUARTE, Roberto C.	<i>represented by Engr. Nestor M. Israel</i>
8. LAUZON, Roberta D.	<i>represented by Prof. Hildegrada Closa</i>
9. LORETO, Manolo Jr. B.	<i>represented by Ms. Marwin A. Castañeda</i>
10. SANTOS de los, Janel Alexis A.	<i>represented by Ms. Ma. Niña C. Ceniza</i>
11. SAZ, Efren B.	<i>represented by Ms. Ella Louise T. Bestil</i>
12. TULIN, Edgardo E.	<i>represented by Dr. Lualhati M. Noriel</i>
13. VELARDE, Rosa Ofelia D.	<i>represented by Dr. Othello B. Capuno</i>

C. Others Present

1. MORENO, Luz O.	Faculty Regent
2. GUINOCOR, Rysan C.	University Legal Officer

1 **I. ROLL CALL**

2 President Jose L. Bacusmo, inquired from the University Secretary whether there
3 was a quorum of UADCO members present for the meeting.

4 The University Secretary informed the President, that there was a quorum of
5 UADCO members present for the 111th UADCO meeting.

6 **II. CALL TO ORDER**

7 President Jose L. Bacusmo welcomed all UADCO members to the meeting and
8 called the meeting to order at 8:31 A.M. after ascertaining that there was a quorum.

9 **III. PRESIDENT'S REPORT**

10 The President informed the Council that this is his first meeting after the medical
11 episode last September which was caused by the confluence of stress and high blood sugar.
12 The President indicted that he is now again subjected to stress on account of making
13 decisions on how to spend the existing rehabilitation funds which had been deposited with
14 the University end of July-September, before the end of the year, as this will have an impact
15 on the PBB next year. Last year, VSU had a Fund Utilization of only 70% - but we got
16 saved by "Yolanda". So, despite this low utilization, VSU was still given PBB. This year
17 (2014), we have to have a better Fund Utilization rate so that we can be given PBB. Another
18 problem is how to get the almost P7.0 million that the University spent for immediate
19 repairs of damaged infrastructure reimbursed.

20 The President then informed the Council that he had designated Dr. Victor B. Asio,
21 erstwhile Dean of the College of Agriculture and Head of the Department of Soil Science, as
22 the new Vice President for Planning and Resource Generation. The President indicated that
23 he already issued the appointment. In the meantime, Dr. Asio will also be taking care of the
24 International Affairs and Networks Office and will still be in-charge of the Erasmus Mundos
25 program as well as the DOST Science consortium.

26 As a consequence of Dr. Asio's reposting, the VP for Instruction will be meeting
27 with the department heads of the College of Agriculture to select the next College Dean as
28 well as a replacement Department Head.

1 The President also informed the Council that Dr. Lourdes B. Cano was elected
2 President of the Human Resource Management Officers during the Visayas Congress of
3 Human Resource Management Practitioners.

4 Finally, the President congratulated the Deans of the Alangalang and Villaba
5 Campuses for having successfully underwent Level 1 accreditation of some of their
6 academic programs. For the VSU Alangalang, the following programs were Level 1
7 accredited: Bachelor in Elementary Education; Bachelor of Secondary Education with major
8 in Mathematics, and Bachelor of Science in Environmental Management. For the VSU
9 Villaba, the following programs were accredited: Bachelor in Elementary Education;
10 Bachelor of Secondary Education with majors in English, Mathematics, and Biological
11 Science; and the Bachelor of Science in Agriculture.

12 Dean Marichu M. Padayao informed the President and the Council that only the
13 DAT-BAT program was not subjected to accreditation.

14 The President pointed out that there is really a need to rethink the offering of the
15 DAT-BAT because of the K-12 program has a stream that will parallel this. Probably, VSU
16 Alangalang will revert back to the BS Agriculture program.

17 The President informed the Council that some of the Security Guards were found to
18 have submitted fake licenses and one of the guards was guilty of the same infraction
19 sometime in 2006. This particular guard has been advised to resign or be charged with
20 Falsification of Official Documents. This is a more humane way out for this guard as he can
21 still work in other government office or in private establishments.

22 The President also mentioned about planning the Candle Lighting Ceremony to
23 officially start the Christmas Season in the University as well as the University Christmas
24 Party.

25 The President reminded the Council to inform their respective staff to maintain
26 cleanliness in their surroundings to help eliminate mosquitoes which have spawned a string
27 of dengue cases inside the campus. The dengue cases were reported in the area where Mr.
28 Raul Abit and Mrs. Calunangan live, just a stone's throw away from the fishpond at the
29 back of the ATI. The banana plants should be regularly pruned to prevent stagnant water to

be embedded in between the bracts and where the mosquitoes may breed. For this time, employees will be permitted to burn their trash to ward off these mosquitoes.

Finally, the President informed the Council that the BOR Meeting will be held in the CHED Central Office in Quezon City on 03 December 2014.

IV. ADOPTION/APPROVAL OF THE AGENDA

The President requested the Council to look at the Agenda for the 111th UADCO Meeting:

PROPOSED AGENDA

I. Roll Call and Declaration of Quorum

II. Call to Order

III. Adoption of the Proposed Agenda

IV. Approval/Confirmation of Minutes of the Previous Meetings

A. Minutes of the 108th UADCO Meeting, 01 July 2014

B. Minutes of the 109th UADCO (*Special*) Meeting, 18 July 2014

C. Minutes of the 110th UADCO Meeting, 12 September 2014

V. Calendar of Business

A. New Business

1. Projected Income and Proposed Expenditures, CY 2015

2. Utilization of Income, 1st Quarter, CY 2015

3. Grant of CNA Incentives for 2014

4. Letter Request of Dr. Elwin Jay V. Yu

Re: PhilHealth Auto Accreditation Scheme

5. Letter Request from the VEFI Board of Directors

Re: VSU to Designate a Principal for VFES

6. Promotion of Mr. Celso Gumaod from Engineer II (*SG 16*) to Supervising Administrative Officer (*SG-22*)

7. New Appointment of Mr. Rommel M. Garrido, Jr. (*Contractual status*)

B. Other Matters

1. Letter Request of Dr. Othello B. Capuno for Publication Incentive for 2013 and 2014

2. Lighting Ceremony (*Dec. 1*) and Christmas Party (*Dec. 19*)

3. Processing of NBC 461, 6th Cycle

4. Housing Matters

1 Dr. Edwin A. Balbarino moved for the approval of the Agenda of the 111th
2 UADCO Meeting, as modified.

3 Dr. Othello B. Capuno seconded the motion.

4 The University Administrative Council passed

5 **University Administrative Council**
6 **Visayas State University**
7 **Visca, City of Baybay, Leyte**

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9 **Resolution No. 53**
10 **Series of 2014**

11 Approving the Agenda for the 111th University Administrative Council meeting dated
12 21 November 2014 held at the 1st Floor, Center for Continuing Education (CCE) Building,
13 VSU Main Campus, Visca, City of Baybay, Leyte, as presented.

14 **Univ. ADCO Action: APPROVED**

15 Date: 21 November 2014

16 **V. APPROVAL/CONFIRMATION OF THE MINUTES OF THE PREVIOUS**
17 **MEETINGS**

18 President Bacusmo requested the Council to go over the Minutes of the 108th, 109th and
19 110th UADCO Meetings and to quickly point out corrections to these Minutes.

20 The following corrections were made on the 108th UADCO Meeting:

- 21 1. page 7, line 3 - delete "was" to read: *that he willingly endorsed the proposal*;
22 2. page 14, line 31 - replace "Gandia" with "Grandia";
23 3. page 17, line 10 - replace "religious" with "religious";
24 4. page 17, line 13 - replace "Univesity" with University";
25 5. page 20, line 11 - add "CHED" after "*requested*" and delete "the";
26 6. page 21, line 13 - replace "that" with "the";
27 7. page 21, line 28 - replace "the" with "that";
28 8. page 22, line 11 - replace "itmes" with "items";

29 Dr. Pastor P. Garcia moved for the approval of the Minutes of the 108th UADCO
30 Meeting, as corrected.

31 Dr. Othello B. Capuno seconded the motion.

32 The University Administrative Council passed:
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University Administrative Council
Visayas State University
Visca, Baybay, Leyte

Resolution No. 54
Series of 2014

Approving the Minutes of the 108th University Administrative Council meeting dated 01 July 2014 held at the 2nd Floor, University Review Center, Visayas State University, Visca, City of Baybay, Leyte from 8:45 A.M. to 1:29 P.M., as corrected.

Univ. ADCO Action: APPROVED

Date: 21 November 2014

President Bacusmo indicated that on account of lack of material time, it would be best to dispense with the reading of the Minutes of the 109th and 110th UADCO Meetings and just submit any corrections to the Office of the University Secretary within the next five (5) working days.

Dr. Remberto A. Patindol moved for the tentative approval of the Minutes of the 109th and 110th UADCO Meetings, *subject to* corrections to be submitted to the Office of the University Secretary within the next five (5) days.

Dr. Othello B. Capuno seconded the motion.

The University Administrative Council passed

University Administrative Council
Visayas State University
Visca, Baybay, Leyte

Resolution No. 55
Series of 2014

Tentatively approving the Minutes of the 109th and 110th University Administrative Council meeting dated 18 July 2014 and 12 September 2014, respectively, *subject to* corrections to be submitted to the Office of the University Secretary within the next five (5) days.

Univ. ADCO Action: APPROVED

Date: 21 November 2014

VI. MATTERS ARISING FROM THE APPROVED MINUTES

From the 108th UADCO Meeting (01 July 2014)

1. Integration of DCDE to the College of Agriculture:

The President indicated that the Department is still encountering problems regarding their present name since the department cannot be accredited under the

1 College of Agriculture unless their name is aligned with agriculture and no longer with
2 education following the existing CMO for Agriculture.

3 2. Construction of Olympic-Sized Pool:

4 The President indicated that the Board of Regents approved the allocation of
5 P7.0 million for the construction of the Olympic-sized pool. Engr. Ramil Lauron and
6 Engr. Nestor Israel went to the Philippine Sports Commission (PSC) to know the
7 "standards" associated with having an Olympic-sized pool. They quickly learned that the
8 present location, built on a East-West orientation, is not recommended since the sunrise
9 and sunset will be very glaring to the eyes of the swimmers. The recommended
10 orientation is North-South. The problem now is where the pool will be located utilizing a
11 North-South orientation. The University engineers are now looking for the most
12 appropriate location.

13 3. Biodiversity Museum:

14 The President indicated the Board of Regents approved the allocation of P2.0
15 million for the rehabilitation of the old FORI building. There is a need to come up with a
16 more comprehensive plan for the area including the improvement of the road system
17 (concreting) and the construction of a perimeter fence around the building to secure it.

18 4. Squatters in University Lands (All Campuses):

19 The President requested for an update from the University Legal Counsel, Atty.
20 Rysan C. Guinocor, regarding this very important matter.

21 Atty. Guinocor informed the Council that after presenting the University's
22 proposal to the Office of the Solicitor General, said Office was against the proposal to
23 rent out the lands to squatters as this might later be the source of many legal problems to
24 the University. In the case of CMU or even MSU, where the University rented-out lands,
25 the government took back the unused lands that were rented out. The SolGen also
26 indicated that there might also be problems with the COA if this is implemented.

27 Atty. Guinocor indicated that the SolGen suggested that the University provide
28 the OSG a list of names of the squatters so that the OSG will try to help evict these
29 squatters.

1 The President cautioned all the Deans including those in the Main Campus to
2 refrain from permitting faculty or other employees from setting up housing within
3 campus because it will be very difficult to ask them to leave like in UEP. And if they do
4 agree to leave, these people will destroy everything, house and fence, just so that no one
5 else can make use of whatever structure was built.

6 Dr. Ma. Juliet C. Ceniza informed the Council that she would like to know what
7 the University can do to those security guards who were permitted to build their own
8 houses inside the campus because there is one who built his house very near the Coconut
9 Demonstration Farm. This particular security guard is now renting out portion of the
10 building he constructed to VSU students.

11 President Bacusmo replied that he is not aware of this situation where the
12 security guards were given permission to build their own domiciles inside the campus.
13 The President explained that he does not want a situation like other SUCs who have
14 problems with private houses inside their campuses.

15 The President stressed that the existing policy of the University is to assign
16 Security Guards to houses vacated by illegal settlers. The President mentioned that in the
17 case of a certain Lino, this illegal occupant was evicted because his son was caught
18 stealing by Mr. Marianito Modina. The same situation is true in the case of a certain
19 Koro, whose son was also caught stealing. In both cases, these illegal settlers were
20 evicted and Security Guards were assigned by the University to live in the vacated
21 housing units. In the case of a certain Abosejo, his son died, and the old man left the
22 place. In his stead, another Security guard was assigned to live in his house. The
23 University wants to place Security Guards along the perimeter of the University
24 properties to help guard these areas.

25 Dr. Ceniza mentioned that SG Geron, who lives near the copra dryer, has been
26 expanding his house and has accepted "boarders".

27 President Bacusmo indicated that indeed, Mr. Jesus Geron is living in the house
28 vacated by Lino, located near the copra dryer. The President requested Engr. Nestor

1 Israel to look into this immediately especially because it will be very difficult to evict
2 those who have already built private housing within University property.

3 ***From the 109th UADCO Meeting (18 July 2014)***

4 1. Request of the College of Engineering to Hire a Professional Mechanical Engineer

5 The President requested Dr. Lualhati M. Noriel to ascertain from the Dean of the
6 College of Engineering whether a Professional Mechanical Engineer from the Energy
7 Development Corporation (EDC) in Ormoc City was hired in the 1st Semester, SY 2014-
8 2015, as this is required by the CMO for the two (2) BSME courses.

9 2. Cumulus One Project

10 The President informed the Council that this was discussed in the BOR meeting
11 and the funding for this may be sourced from the MITHI funds. However, since the
12 MITHI funds are sourced from DAP, it may not push through. Thus, the cost of the
13 proposed IT project will be restudied on how best to implement it. The BOR balked at
14 the huge cost because of the “monthly billing” for the programming and write-up of the
15 software.

16 3. Proposal to Increase Privileges Granted to VSU Faculty Members Pursuing Doctoral
17 Studies under the VSU Fellowship Grant

18 The President informed the Council that this proposal was approved by the BOR.
19 The challenge now, for VSU is how to sustain it.

20 4. Request of VSU Tolosa for Temporary Assignment of a University Vehicle for Use by
21 VSU Tolosa

22 The President informed the Council that the latest development along this line is
23 that Dr. Roberta D. Lauzon reported that the Koreans will be given a brand-new vehicle
24 to the VSU Tolosa and that Dr. Lauzon has already made a choice.

25 The President also mentioned that the Koreans will be coming to the Main
26 Campus on 02 December 2014 for a site visit and expect to receive quotations attendant
27 to the conduct of Geo-Technical Analysis of the soils within VSU Tolosa preparatory to
28 the construction of buildings. They need to get soil samples for testing on the “load-
29 bearing capacity of the soils” especially because the proposed buildings are multi-storey
30 buildings.

1 VII. NEW BUSINESS

2 1. Projected Income and Proposed Expenditure Program for CY 2015

3 The President requested the University Budget Officer, Ms. Anita Godoy, to
4 make the presentation.

5 Ms. Godoy clarified that what is requested for BOR approval is the 2015 Budget
6 for Fund 164 (Special Trust Fund) across campuses amounting to P124,719,000.00. The
7 sources of fund includes tuition, other school fees, fiduciary fees, service and business
8 income. Ms. Godoy pointed out that the projected income (Annex A) is based on
9 historical records. The breakdown of the budget per allotment and per campus is
10 presented in Annex B and C, respectively, to wit:

11	Personnel Services	- P 14,975,000.00
12	MOOE	- 77,019,000.00
13	Capital Outlay	- 32,725,000.00
14	TOTAL	P124,719,000.00
15		=====

16	VSU Main	- P 90,645,000.00
17	VSU Alangalang	- 8,366,000.00
18	VSU Isabel	- 11,100,000.00
19	VSU Tolosa	- 9,719,713.28
20	VSU Villaba	- 4,889,005.00
21	TOTAL	P124,719,718.31
22		=====

23 The President inquired whether the Student Development Fund (SDF) has a
24 separate budget allocation since this a requirement of CMO 20. This should be clearly
25 indicated so that the Student Regent or the Commissioner can take note of it during the
26 BOR meeting.

27 VSU Alangalang Dean, Dr. Marichu M. Padayao, informed the Council that
28 based on CMO 20, the SDF allocation is 12.5%.

29 The President informed the Council that after this is endorsed by UADCO, the
30 BOR Finance Committee will still look into this.

31 Dr. Marcelo A. Quevedo moved for the approval of the proposal, as presented
32 and endorsing the same to the VSU Board of Regents for final action.

33 Dr. Othello B. Capuno seconded the motion.

34 The University Administrative Council passed

University Administrative Council
Visayas State University
Visca, Baybay, Leyte

Resolution No. 56
Series of 2014

Approving the Projected Income and Proposed Expenditure Program for CY 2015, as presented and endorsing the same to the VSU Board of Regents for final action.

Univ. ADCO Action: APPROVED

Date: 21 November 2014

2. Utilization of Income, 1st Quarter CY 2015

The President requested the University Budget Officer, Ms. Anita Godoy, to make the presentation.

Ms. Godoy clarified that the proposal is based on CMO 20 and pertains to the request for authority to obligate expected income (*from* Fund 164) for the 1st Quarter of CY 2015 (January to March) for the whole VSU system in the amount of P27,441,551.14. This amount will be used to pay the necessary expenses for the quarter for the different campuses, as follows:

VSU Main	-	P 20,100,000.00
VSU Alangalang	-	1,719,681.81
VSU Isabel	-	1,846,500.00
VSU Tolosa	-	2,796,711.33
VSU Villaba	-	<u>978,666.00</u>
TOTAL		<u><u>P 27,441,559.14</u></u>

Dr. Othello B. Capuno moved for the approval of the proposal, as presented and endorsing the same to the VSU Board of Regents for final action.

Dr. Victor B. Asio seconded the motion.

The University Administrative Council passed

University Administrative Council
Visayas State University
Visca, Baybay, Leyte

Resolution No. 57
Series of 2014

Approving the Request for Authority to Obligate Expected Income for the 1st Quarter, CY 2015 (January to March), as presented and endorsing the same to the VSU Board of Regents for final action.

Univ. ADCO Action: APPROVED

Date: 21 November 2014

1 3. The Grant of CNA Incentive for 2014

2 The President requested the University Budget Officer, Ms. Anita Godoy, to
3 make the presentation.

4 Ms. Godoy clarified that the proposal is for the Board of Regents to approve the
5 grant of Collective Negotiations Agreement (CNA) incentives to all qualified VSU
6 employees in the amount of P16,000.00 each or a total budgetary requirement of
7 P13,984,000.00 for the whole VSU system sourced from savings. The amount of savings
8 for each expense item is computed by deducting the obligations incurred as of 31
9 October 2014 and the allocation for each expense item. The sources of savings are the
10 six (6) main MOOE items, namely: Travel, Communications, Repairs and Maintenance,
11 Transportation and Delivery, Supplies and Materials, and Utility Expenses.

12 Ms. Godoy pointed out that the legal basis for the grant of this CNA incentive is
13 DBM Budget Circular No. 2013-4 dated 25 November 2013 while awaiting the 2014
14 DBM Guidelines. The breakdown of the CNA budgetary requirement by campus is as
15 follows:

16	VSU Main	- P 11,008,000.00
17	VSU Alangalang	- 672,000.00
18	VSU Isabel	- 880,000.00
19	VSU Tolosa	- 752,000.00
20	VSU Villaba	- <u>672,000.00</u>
21	TOTAL	P 13,984,000.00
22		=====

23 Dr. Othello B. Capuno inquired whether the University can increase the amount
24 of CNA incentive considering that the University still has a considerable amount of
25 savings.

26 The President replied that the University has to balance the utilization of savings
27 with other needs of the University like the upkeep of the facilities. In other SUCs, the
28 employees get fat CNAs and bonuses but the upkeep of their school facilities is left
29 behind. The President also clarified that although the CNA incentive is P16,000 each,
30 only P15,000 will be given since the P1,000 will be for the partial payment of the
31 P5,000.00 disallowance ruled by the COA.

1 Ms. Godoy informed the Council that for non-ADPA members, there will be an
2 Agency Fee that will be charged.

3 Dr. Luz O. Moreno informed the Council that the VSU-FA is now set to submit
4 the documentary requirements to the CSC so that the VSU-FA can sit down with
5 Administration for the CNA.

6 President Bacusmo commented that he is in favor of reviving the negotiations
7 between the faculty association and the Administration for a separate CNA for the
8 faculty. However, it must be a real negotiation with both parties keeping an open mind
9 on issues. The faculty associations should also abandon the "walk-out" line-of-action as
10 this is counterproductive.

11 Dr. Edwin A. Balbarino moved for the approval of the proposal charged to
12 savings, as presented and endorsing the same to the VSU Board of Regents for final
13 action.

14 Dr. Victor B. Asio seconded the motion.

15 The University Administrative Council passed

16 **University Administrative Council**
17 **Visayas State University**
18 **Visca, Baybay, Leyte**

19 **Resolution No. 58**
20 **Series of 2014**
21

22 Approving the Grant of Collective Negotiations Agreement (CNA) Incentive for
23 2014 at the rate of P16,000 for Each Qualified Employee of the VSU System for a total
24 budgetary outlay of P13,984,000.00 charged to savings, as presented and endorsing the
25 same to the VSU Board of Regents for final action.

26 **Univ. ADCO Action: APPROVED**

27 Date: 21 November 2014

28 4. Letter Request of Dr. Elwin Jay V. Yu Re: PhilHealth Auto Accreditation Scheme

29 The President requested Dr. Elwin Jay V. Yu, Medical Director, to make the
30 presentation.

31 The University Secretary informed the Council that in the absence of Dr. Yu, he
32 will make a short explanation regarding the proposal. In essence, the proposal seeks to
33 "open a dedicated bank account at the Land Bank of the Philippines, Baybay City
34 Branch" for the exclusive use of PhilHealth claims/payments of transactions. This will

1 fast tract payments of claims by the VSU Infirmary. This will benefit the PhilHealth
2 members who will seek medical care from the VSU Infirmary.

3 Dr. Othello B. Capuno moved for the approval of the proposal, as presented and
4 endorsing the same to the VSU Board of Regents for final action.

5 Dr. Lualhati M. Noriel seconded the motion.

6 The University Administrative Council passed

7 **University Administrative Council**
8 **Visayas State University**
9 **Visca, Baybay, Leyte**

10 **Resolution No. 59**
11 **Series of 2014**
12

13 Approving the Letter Request of Dr. Elwin Jay V. Yu *Re: PhilHealth Auto*
14 *Accreditation Scheme*, for the opening of a dedicated bank account at the Land Bank of
15 the Philippines, Baybay City Branch, as presented and endorsing the same to the VSU
16 Board of Regents for final action.

17 **Univ. ADCO Action: APPROVED**

18 Date: 21 November 2014

- 19 5. Letter Request from VEFI Board of Directors *Re: VSU to Designate a Principal for the*
20 *VFES*

21 The President informed the Council that VFES used to be run directly by the
22 University, and was responsible for supervising the academic performance of the school
23 by designating a part-time principal. Then, due to budgetary restrictions on the part of
24 the University, the VFES raised their tuition and with it, took the responsibility of hiring
25 a full-time principal.

26 Prof. Alan B. Loreto informed the Council that based on the letter request, the
27 request is for VSU to hire a full-time principal to supervise the academic performance of
28 the VFES.

29 President Bacusmo clarified that in the past, VFES was used as a laboratory for
30 the education department. So, a faculty, usually from the education department, was
31 designated as part-time principal of the school. At present, VSU is prohibited by COA
32 from sharing University income from the coconut project with VEFI. Thus, VSU will be
33 hard pressed on hiring on a full-time basis, a principal who will supervise the academic
34 performance of the VFES. The University will stick to its policy of designating an
35 existing faculty, on a part-time basis, to act as Principal of VFES.

1 The University Secretary informed the Council that as of the present time, there
2 is no longer a valid MOA between VSU and VEFI as this has long expired.

3 Dr. Victor B. Asio suggested that the VEFI Board should consider designating
4 from among the most senior teachers to serve as Principal.

5 President Bacusmo indicated that he will meet the VEFI Board of Directors and
6 discuss this with them.

7 6. Promotion of Engr. Celso V. Gumaod

8 The President informed the Council that the position of Engr. Gumaod is with
9 the General Services Division (GSD). He is just designated as Head of Security and he
10 may opt not to accept the promotion. The President mentioned that Engr. Gumaod has
11 been "left behind" in terms of promotion by the other GSD engineers. The University
12 will be hard pressed in looking for another person to head Security.

13 The President mentioned that with the promotion, Engr. Gumaod will be
14 encouraged to strive to do his best in providing security within the Main Campus given
15 the size of the whole campus.

16 Dr. Beatriz S. Belonias commented that she is very alarmed about the dishonesty
17 exhibited by some security guards and mentioned her laptop experience as well as the
18 submission of fake licenses by some of the security guards.

19 The President indicated that those caught with fake licenses have been given a
20 final warning that a repetition of this will mean separation from service. The University
21 has also instituted stricter measures so that this will not happen again.

22 Atty. Guinocor inquired whether the promotion will mean that the other Security
23 Guards of the other campuses will now be under Engr. Gumaod considering that the
24 position used to be that of the Records Officer. Atty. Guinocor clarified that when Mr.
25 Simeon Sedrome occupied the position of Supervising Administrative Officer (as
26 University Records Officer) all other Records Offices within the VSU System was
27 directly under him.

1 The University Secretary replied that in this case, the Supervising Administrative
2 Position (Chief of Security) will only cover the Main Campus because of the size and
3 security challenges here in the Main Campus.

4 The University Secretary also mentioned that there has to be a way of reducing if
5 not totally preventing the entry of motorcycles with modified mufflers as the sound
6 emitted by a motorcycle exhaust system is very disturbing especially when these
7 motorcycles roam around the campus at night and during weekends. The University
8 Secretary narrated that the Cebu City Council has passed a City Ordinance prohibiting
9 motorcycles with modified mufflers from plying the city streets. The ordinance specified
10 that the sound level, at full throttle, should not exceed 85 decibels.

11 The President commented that there has to be a way of measuring the sound
12 level so that we can definitely say it has exceeded the maximum sound level permitted
13 inside the campus. Otherwise, it will just lead to heated arguments.

14 Dr. Luz O. Moreno mentioned the half open gates along the Guard Posts which
15 sometimes is accident prone especially that many employees have purchased vehicles
16 resulting in much heavier gate traffic. The numerous vehicles have also spawned parking
17 problems in the Apartment area on account of double parking of vehicles which choke
18 the narrow streets of the area.

19 The President indicated that there is a need to instruct the Guard-On-Duty to
20 open the gate a bit more to facilitate the flow of traffic.

21 Prof. Alan B. Loreto mentioned that probably, the gates should normally be
22 closed so that the Guard-On-Duty will be forced to make an inspection of all incoming
23 vehicles before they enter the gate. Prof. Loreto likewise mentioned that during
24 weekends and holidays, when only one gate is used for entry and exit, the vehicle
25 entering the campus has the "right-of-way" but is made to "give-way" to vehicles exiting
26 the campus, which is wrong. This needs to be corrected.

27 President Bacusmo indicated that based on the World Bank plans, an "overpass"
28 should have been constructed to safely cross the national highway. However, this
29 overpass will be quite unsightly and will be very expensive to build. This will be for the

1 future presidents to consider building, funds permitting. The President inquired from
2 Engr. Nestor Israel which is cheaper to do: a) extend the Guard Post forward; or b) move
3 the Gate forward.

4 Engr. Israel replied that for both options, the cost will not be that much and both
5 can be easily done. What needs to be done now is to find a way of facilitating entry and
6 exit of vehicles given the existing structures.

7 The President pointed out that if we can only place two (2) guards to man the
8 Gates, there will be no problem. However, due to lack of manpower, we have to find
9 ways of solving this problem without depleting our manpower.

10 Mr. Eliezer L. Velasco commented that he suggested to Engr. Gumaod sometime
11 back that if the Tolosa Campus can send some BS Criminology students for OJT, the
12 students can help traffic in the national highway which gets very busy when employees
13 go home in the afternoon, between 5:00 PM and 6:00 PM.

14 The President indicated that on account of the many problems hounding security
15 including ensuring smooth traffic in the national highway, he will meet with the security
16 unit to help map out strategies on how best to deal with various security concerns.

17 Dr. Othello B. Capuno moved for the approval of the promotion of Engr. Celso
18 V. Gumaod to the position of Supervising Administrative Office (SG-22), as presented
19 and endorsing the same to the VSU Board of Regents for final action.

20 Prof. Alan B. Loreto seconded the motion.

21 The University Administrative Council passed

22 **University Administrative Council**
23 **Visayas State University**
24 **Visca, Baybay, Leyte**

25
26 **Resolution No. 60**
27 **Series of 2014**

28 Approving the promotion of Engr. Celso V. Gumaod to the position of
29 Supervising Administrative Office (SG-22), as presented and endorsing the same to the
30 VSU Board of Regents for final action.

31 **Univ. ADCO Action: APPROVED**

32 **Date: 21 November 2014**
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1 VSU will be the first SUC outside of UPLB to have a MOA with a North American
2 University.

3 President Bacusmo pointed out that ViSCA had a lot of tie-ups with North
4 American Universities, but that most of these have expired and have not been renewed.
5 This is high time that VSU re-engage with North American Universities to further
6 faculty/student exchanges as well as research and development exchanges.

7 5. Communication from the University of Niño, Portugal

8 Dr. Victor B. Asio informed the Council that the University of Niño, Portugal
9 communicated with his office informing us that they would like to partner with VSUs
10 College of Engineering. The University of Niño is part of our area partnership under the
11 Erasmus Mundos.

12 The President requested Dr. Asio to provide a copy to Atty. Guinocor for review.

13 6. University Website

14 Dr. Victor B. Asio suggested about the need to improve the management of the
15 VSU website because it has very little content. A foreign student contacted Dr. Antonio
16 P. Abamo regarding his interest in coming over as an exchange student under the
17 Erasmus Mundos program. He wanted information about courses offered here so he
18 could decide which courses to enroll in. Sad to say, this interested foreign student
19 decided not to pursue his studies in VSU because of the dearth of information in its
20 website.

21 President Bacusmo informed the Council that Mr. Norman Villas is the person
22 in-charge of the University's website. According to Mr. Jed Cortes, the design of the
23 website requires bigger memory on the part of the person downloading. Thus, when a
24 cellphone is used to access and download, the contents cannot be displayed. However, if
25 a regular computer is used, the web contents will be easily displayed. Nonetheless,
26 because of the many issues raised, the President indicated that he will meet with Norman
27 what is the present situation, the problems of running it and also to discuss how best to
28 improve VSUs webpage.

1 Dr. Asio narrated that the webpage of the College of Agriculture, while it is also
2 linked to the University webpage, is hosted by a private entity and not the University
3 itself. The College of Agriculture pays a monthly fee for this service.

4 Prof. Alan B. Loreto informed the Council that in the past, the VSU website was
5 managed by him, Engr. Tabada and Mr. Dale Loreto. The program used then is different
6 from what is now used. However, Mr. Jed Cortes and Mr. Norman Villas got assigned to
7 maintain the webpage, they migrated to another system and changed the program
8 platform to Word Press. It was during the migration process when a lot of the encrypted
9 contents were lost.

10 The President mentioned that one of the problems of the University is poor
11 communication facilities between the units. Hopefully, this issue can also be discussed
12 in the meeting.

13 Dr. Belonias commented that one of the problems faced in maintaining the
14 website is the need to constantly update the contents of the website. This means that
15 there should be "department-based correspondents" who will provide the needed updates
16 to the web managers. As of the moment, updates are based only on what is available in
17 the Obelisk. Unfortunately, the Obelisk is not produced regularly and comes out very
18 late meaning, its contents are dated.

19 7. Installation of a Globelines Phone in each of the Guard Posts

20 President Bacsumo informed the Council that he will be requesting that Globe
21 lines phones be made available to the two (2) Guard Posts. The phone numbers of a
22 landline are very few compare to that of a cellphone.

23 8. Level 4 AACCUP Accreditation of the BS Agribusiness and B Animal Science

24 Dr. Beatriz S. Belonias reminded the Deans and members of the Council that the
25 BS Agribusiness and the B Animal Science are due for a 4th Level AACCUP
26 Accreditation visit starting 24-29 November 2014. Faculty should be reminded to hold
27 regular classes especially during these dates since the accreditors might actually visit
28 classes.

1 Attendant to this, Dr. Belonias requested that the President issue an advisory to
2 the effect that key officials of the University will not travel while the accreditation is on-
3 going since some of them may be interviewed by the accreditors.

4 The President mentioned that there is another accreditation coming, the
5 Institutional Sustainability Assessment (ISA). VSU will go for ISO assessment only if
6 there will be any budgetary implication because this is an expensive process. If there
7 will be no budgetary implication, VSU will not vie for ISO assessment.

8 9. Awarding of the Certificate of Accreditation from the Civil Service Commission

9 President Bacusmo informed the Council that under the PRIME HRM program
10 of the CSC, VSU passed the assessment under the said program and will be awarded the
11 Certificate of Accreditation by Dir. Farida Q. Aurelia on 24 November 2014. All
12 UADCO members are invited to attend and witness the awarding.

13 10. Assignment of Classrooms by the University Registrar's Office

14 Dr. Luz O. Moreno requested the University Registrar to carefully go over the
15 assignment of classrooms considering the number of students and the type of class. Dr.
16 Moreno narrated that her class in AgSc. 114 has 105/106 registered students but the
17 room assigned for this class -- Dept. of Hort. Rm. 101, is too small for the class. This has
18 resulted in some missed classes while looking for a bigger room. It just so happened that
19 there is the DASS auditorium, which is big enough for the class, but the students
20 complained because the said room is available only at a 12PM-1PM schedule since the
21 students have classes before and after this schedule. She further narrated that she
22 instructed her students to bring food as there is no other room big enough for the whole
23 class. Dr. Moreno inquired why large classes are given small rooms that cannot
24 accommodate the whole class. Is this practice now the standard?

25 Mr. Eliezer Velasco, University Registrar, explained that indeed the University is
26 running short of classrooms, both large and small classrooms. During the time when
27 ViSCA had only 2,000 students, all the classrooms were all utilized. Now that the
28 University enrollment has more than doubled, the number of classrooms has remained

1 the same. There is an urgent need to build more and much bigger classrooms to
2 accommodate more students and bigger class sizes.

3 The President indicated that he will take note of this. The president pointed out
4 that once the Main Library transfers to the new location, the vacated building will be
5 converted to new classrooms. There is also a plan to transfer the COA from that place to
6 the Materials Recovery Building after construction is completed.

7 11. Processing for the 6th Cycle of NBC 461

8 Dr. Moreno requested that Administration issue the necessary guidelines so that
9 the faculty can start preparing their documents for the period July 2010 to June 2013.
10 The earlier this is done the better since it take from 5 to 6 years before the points earned
11 for the period are realized as promotion.

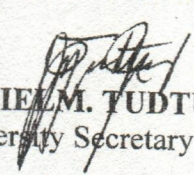
12 12. Hosting the 2016 AAACU Meeting here in VSU

13 President Bacusmo informed the Council that the University has been awarded
14 the right to host the 2016 meeting of the Association of Asian Agricultural Colleges and
15 Universities (AAACU). This year, the meeting will be held in one of the external
16 campuses of Kasetsart University (KU), Thailand which is some distance from Bangkok.
17 This is one of the big external campuses of the KU. Some VSU personnel will attend
18 this especially because at this time in 2016, another President shall be at the helm of
19 VSU.

20 **IX. ADJOURNMENT**

21 After all items were discussed, President Jose L. Bacusmo thanked everybody for
22 attending the 111th UADCO meeting and adjourned the meeting at 11:22 A.M.

23 Certified True and Correct from the Transcriptions:

24 
25 **DANIEL M. TUDTUD, JR.**
26 University Secretary

26 Attested:

27 **JOSE L. BACUSMO, PhD**
28 University President

111th UNIVERSITY ADMINISTRATIVE COUNCIL MEETING

21 November 2014

CCE bldg., VSU, Visca, Baybay City, Leyte

MATRIX OF UADCO/BOR RESOLUTIONS

ISSUES DISCUSSED	UNIVERSITY ADCO RESOLUTION/ACTIONS	BOARD RESOLUTION
<i>Projected Income and Proposed Expenditure for CY 2015</i>	<p>UADCO Res. No. 56, s. 2014</p> <p><i>Approving the Projected Income and Proposed Expenditure Program for CY 2015, as presented and endorsing the same to the VSU Board of Regents for final action.</i></p> <p>UADCO ACTION: APPROVED</p>	BOR Resolution No. 84, s. 2014
<i>Utilization of Income, 1st Quarter CY 2015</i>	<p>UADCO Res. No. 57, s. 2014</p> <p><i>Approving the Request for Authority to Obligate Expected Income for the 1st Quarter, CY 2015 (January to March), as presented and endorsing the same to the VSU Board of Regents for final action.</i></p> <p>UADCO ACTION: APPROVED</p>	BOR Resolution No. 85, s. 2014
<i>The Grant of CNA Incentive for 2014</i>	<p>UADCO Res. No. 58, s. 2014</p> <p><i>Approving the Grant of Collective Negotiations Agreement (CNA) Incentive for 2014 at the rate of P16,000 for Each Qualified Employee of the VSU System for a total budgetary outlay of P13,984,000.00 charged to savings, as presented and endorsing the same to the VSU Board of Regents for final action.</i></p> <p>UADCO ACTION: APPROVED</p>	BOR Resolution No. 88, s. 2014
<i>PhilHealth Auto Credit Payment Scheme</i>	<p>UADCO Res. No. 59, s. 2014</p> <p><i>Approving the Letter Request of Dr. Elwin Jay V. Yu Re: PhilHealth Auto Accreditation Scheme, for the opening of a dedicated bank account at the Land Bank of the Philippines, Baybay City, as presented and endorsing the same to the VSU Board of Regents for final action.</i></p> <p>UADCO ACTION: APPROVED</p>	BOR Resolution No. 87, s. 2014

ISSUES DISCUSSED	UNIVERSITY ADCO RESOLUTION/ACTIONS	BOARD RESOLUTION
<i>Letter Request from the VEFI Board of Directors Regarding VSU to Designate a Principal for VFES</i>	<p><i>Important Points Discussed:</i></p> <ol style="list-style-type: none"> 1. There is no longer a valid MOA between VSU and VEFI as this has long expired. 2. The VEFI Board should consider designating from among the most senior teachers to serve as Principal. 3. The President indicated that he will meet the VEFI Board of Directors and discuss this with them. <p><i>UADCO ACTION: DEFERRED</i></p>	
<i>Promotion of Engr. Celso V. Gumaod</i>	<p><i>UADCO Res. No. 60, s. 2014</i></p> <p><i>Approving the promotion of Engr. Celso V. Gumaod to the position of Supervising Administrative Office (SG-22), as presented and endorsing the same to the VSU Board of Regents for final action.</i></p> <p><i>UADCO ACTION: APPROVED</i></p>	<i>BOR Resolution No. 89, s. 2014</i>
<i>New Appointment of Mr. Rommel Garrido</i>	<p><i>UADCO Res. No. 61, s. 2014</i></p> <p><i>Approving the new contractual appointment of Mr. Rommel M. Garrido for the position of Instructor I vice Ms. Julien A. Resos who is on study leave and endorsing the same to the VSU Board of Regents for final action.</i></p> <p><i>UADCO ACTION: APPROVED</i></p>	<i>BOR Resolution No. 90, s. 2014</i>
<i>Allocation of Funds (P221,000.00) for the Publication Incentives 2013</i>	<p><i>UADCO Res. No. 62, s. 2014</i></p> <p><i>Approving the request of Dr. Othello B. Capuno for funds for the 2013 Publications Incentive and endorsing the same to the VSU Board of Regents for final action.</i></p> <p><i>UADCO ACTION: APPROVED</i></p>	<i>BOR Resolution No. 86, s. 2014</i>