

1 **MINUTES OF THE 108th University ADCO MEETING**
2 **Friday – 01 July 2014**
3 **2nd Floor – University Review Center**
4 **Visayas State University**
5 **Visca, City of Baybay, Leyte**

6 **ATTENDANCE:**

7 **A. Present**

8	1.	ABAMO, Antonio P.	Dean, College of Management & Economics
9	2.	ALBEOS, Felipe Q.	Dean, VSU Villaba
10	3.	AMPAC, Louella C.	OIC, Director for Finance
11	4.	ASIO, Victor B.	Dean, College of Agriculture
12	5.	BACUSMO, Jose L.	<i>PRESIDENT & Chairman</i>
13	6.	BALBARINO, Edwin A.	Dean, VSU Isabel
14	7.	CANO, Lourdes B.	Director for Administration
15	8.	CAPUNO, Othello B.	VP, Research and Extension
16	9.	CENIZA, Ma. Juliet C.	Director, NCRC-Visayas
17	10.	COME, Renezita S.	Dean, College of Forestry & Environmental Sci.
18	11.	CUADRA, Lijueraj J.	OIC Dean, College of Education
19	12.	ESGUERRA, Erlinda S.	Head, Accounting Office
20	13.	GAPASIN, Ruben M.	Director, NARC
21	14.	GARCIA, Pastor P.	Director, eco-Farmi
22	15.	GUARTE, Roberto C.	VP, Administration and Finance
23	16.	ISRAEL, Nestor M.	Director, General Services Office
24	17.	LAÑADA, Eugene B.	Dean, College of Veterinary Medicine
25	18.	LAUZON, Roberta D.	Dean, VSU Tolosa
26	19.	LORETO, Alan B.	Executive Assistant
27	20.	LORETO, Manolo Jr. B.	Dean of Students
28	21.	PADAYAO, Marichu M.	Dean, VSU Alangalang
29	22.	PARDALES, Andreli D.	Head, University Library
30	23.	PATINDOL, Remberto A.	Dean, College of Arts and Sciences
31	24.	QUEVEDO, Marcelo A.	Director, PhilRootcrops
32	25.	SANTOS de los, Janet Alexis A.	OIC Dean, College of Nursing
33	26.	SAZ, Efren B.	Director, Development & Extension Program
34	27.	TUDTUD, Daniel Jr. M.	University Secretary
35	28.	TULIN, Edgardo E.	VP, Instruction
36	29.	VELARDE, Rosa Ofelia D.	Director, Research Program
37	30.	VELASCO, Eliezer L.	University Registrar
38	31.	YU, Elwin Jay V.	Head, Health Services Office

39 **B. Not Present**

Represented by/Remarks

40 1. BELONIAS, Beatriz S. has a class

41 **C. Others Present**

42	1.	MORENO, Luz O.	Faculty Regent
43	2.	GUINOCOR, Rysan C.	University Legal Officer
44	3.	GABRILLO, Christina A.	Head, Dept. of Development Communication
45	4.	SANDOVAL, Antonia Cecilia Y.	Head, Dept. of Community Dev't. Education
46	5.	CANO, Marissa M.	DYDC Staff

1 **I. ROLL CALL**

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

4 The University Secretary informed the President that there was a quorum of
5 members present for the 108th UADCO Meeting.

6 **II. CALL TO ORDER**

7 President Jose L. Bacusmo declared a quorum and called the meeting to order
8 at 8:45 A.M.

9 **III. PRESIDENT'S REPORT**

10 The President informed the Council of important activities/events, as follows:

- 11 a. the SARO for the Yolanda Rehabilitation Fund amounting to P413 million is
12 about to be released but the said fund has already been pre-allocated among the
13 different campuses of the University;
- 14 b. for the Main Campus, another P3 million is allocated for the repairs of the sea
15 wall and the fencing around the campus starting from the sides since there is still
16 a plan by the DPWH to further expand the highway bisecting the campus and
17 this plan negatively impacts on the front fences of the University;
- 18 c. funds for the repair of damaged University buildings is now available, but the
19 construction of new buildings are strictly prohibited;
- 20 d. the University will hopefully be given authority to construct new buildings from
21 Typhoon Yolanda Rehabilitation funds in FY 2015;
- 22 e. the University water system will also be rehabilitated and the new water sources
23 (springs) are still being developed and the water analyzed and P3.0 million is
24 being earmarked for this purpose;
- 25 f. there is a plan to establish a Water Treatment Plant in the University so that VSU
26 can sell build water to the Baybay Water District;

- 1 g. Dr. Friedhelm Goltenboth sent an e-mail indicating that had sent P2 million for
2 the repairs of a Library and possibly some classrooms (*outside the University*),
3 but the location is not yet clear whether it is really Albuera;
- 4 h. the PBB is already in the pipeline and that Dr. Tulin will be presenting before a
5 group from the other SUCs and government agencies the practices followed by
6 the VSU regarding PBB;
- 7 i. the University Radio Station, has been revived but has changed its format from
8 AM Station to FM Station;
- 9 j. there has been a substantial increase in the freshman enrollment for the 1st
10 Semester, SY 2014-2015;
- 11 k. the IGP Board of Management should look into the possibility of opening a
12 much bigger “eatery or canteen” considering the increase in enrollment;
- 13 l. the 2nd quarter BOR Meeting, scheduled this coming 18 July 2014, will be held
14 in campus and this is an opportunity to show off the University to our new BOR
15 Chairperson, Comm. Maria Cynthia Rose L. Bautista;
- 16 m. the campus needs a lot of cleaning after the bad weather that the Main Campus
17 was subjected to in the last few days;
- 18 n. this year’s Anniversary is a Milestone Year and everybody will be entitled to a
19 small milestone bonus; and
- 20 o. this year, the 90th VSU Anniversary will have a Miss VSU Pageant with Dr.
21 Edwin Pilapil of CTU as the Pageant Director and Choreographer.

22 IV. ADOPTION/APPROVAL OF THE AGENDA

23 The President requested the Council to look at the Agenda for the 108th
24 UADCO Meeting:

25 PROPOSED AGENDA

- 26 I. Roll Call and Declaration of Quorum
- 27 II. Call to Order
- 28 III. President’s Report
- 29 IV. Adoption of the Proposed Agenda

V. Approval and Confirmation of the Minutes of the Previous Meetings:

1. Minutes of the 107th UADCO Meeting, dated 02 April 2014

VI. Calendar of Business

A. New Business

1. Request to Change the Name of the Department of Community Development Education (DCDE) to Department of Community Development and Extension (DCDEx)
2. Proposal from the Department of Development Communication in Connection with their Status as CHED COD
3. Construction of an Olympic-Sized Swimming Pool at Molave Hill and Construction of the Mt. Pangasugan Biodiversity Museum
4. Purchase of a Manlift Truck
5. Closing and Utilization of Dormant Fund Accounts
6. Utilization of Funds from Non-Returning Scholars for Faculty Development
7. Plan to Establish a Water Treatment Plant at VSU
8. Appointment Matters
 - Change of Employment Status of Five (5) Academic Staff from VSU Tolosa from Contractual to Temporary*
 - Appointment of Two (2) New Temporary Academic Staff*
 - Renewal of Some Temporary Academic Staff:*

1) VSU Main	-	6
2) VSU Alangalang	-	8
3) VSU Isabel	-	20
4) VSU Tolosa	-	4
5) VSU Villaba	-	5

B. Other Matters

1. Proposal to Appoint Adjunct Faculty in the Graduate School
2. Proposal to Purchase One (1) Toyota Grandia and One (1) Toyota Innova sourced from PCARRD Tanglaw Award and from University Funds
3. Change in the Call-Sign of VSU Radio from DYAC to DYDC
4. New Rates for the VSU Convention Center
5. Use of Income for the 3rd Quarter, 2014

C. For Information

1. Update on NBC 461 Differential
2. Publication Incentive
3. SUC Levelling
4. Creation of Academic Positions
5. Bidding for LIDAR Project

1 Dr. Edwin A. Balbarino moved for the approval of the Agenda of the 108th
2 UADCO Meeting, as presented.

3 Dr. Ma. Juliet C. Ceniza seconded the motion.

4 The University Administrative Council passed

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

8 **Resolution No. 18**
9 ***Series of 2014***

10 Approving the Agenda for the 108th University Administrative Council
11 Meeting dated 01 July 2014 held at the 2nd Floor, Center for Continuing Education
12 (CCE) Building, VSU Main Campus, Visca, City of Baybay, Leyte, as presented.

13 **Univ. ADCO Action: APPROVED**
14 **Date: 01 July 2014**

15 **V. APPROVAL/CONFIRMATION OF THE MINUTES OF THE PREVIOUS**
16 **MEETING**

17 The President suggested that in view of the number of items calendared for
18 discussion, it would be best to dispense with the reading of the Minutes of the 107th
19 UADCO Meeting and to submit any corrections to the Office of the University
20 Secretary within the next five (5) working days.

21 Dr. Othello B. Capuno moved for the approval of the Minutes of the 107th
22 UADCO Meeting, *subject to* any corrections that may be submitted in the next five
23 (5) working days to the Office of the University Secretary.

24 Dr. Dolores L. Alcober seconded the motion.

25 The University Administrative Council passed

26 **University Administrative Council**
27 **Visayas State University**
28 **Visca, City of Baybay, Leyte**

29 **Resolution No. 19**
30 ***Series of 2014***

31 Approving the Minutes of the 107th University Administrative Council
32 Meeting dated 02 April 2014 held at the Office of the Vice President for
33 Administration and Finance, Visayas State University, Visca, City of Baybay, Leyte
34 *subject to* any correction that may be submitted to the Office of the University
35 Secretary within the next five (5) working days.

36 **Univ. ADCO Action: APPROVED**
37 **Date: 01 July 2014**

1 VI. MATTERS ARISING FROM THE APPROVED MINUTES

2 1. Pages 4-8 – Proposal to Increase the Honorarium of Heads of Academic
3 Departments

4 Dr. Edgardo E. Tulin inquired whether or not the UADCO made any definite
5 action(s) on this matter.

6 The University Secretary replied that the UADCO did not make a specific
7 action on this proposal. It can be recalled that Dr. Othello B. Capuno suggested that
8 the Council create a 3-man committee to study the matter. However, the committee
9 was never created. Thus, Ms. Lemos studied the different existing rates and used it to
10 come up with new rates. For example, the new Directors will be able to receive
11 P2,200.

12 Dr. Tulin suggested that maybe the Council can discuss this further during
13 the meeting.

14 VII. NEW BUSINESS

15 1. Request to Change the Name of the Department of Community Development
16 Education (DCDE) to Department of Community Development and Extension
17 (DCDEx)

18 President Jose L. Bacusmo requested Dr. Antonia Cecilia Y. Sandoval,
19 Department Head, to present the proposal.

20 Dr. Sandoval informed the Council that in 2013, the faculty and staff of the
21 Department of Community Development Education (DCDE) expressed their desire
22 to be integrated with the College of Agriculture and Food Science (CAFS) since the
23 department's main course offering is Agricultural Extension and that graduates of
24 the said degree program take the licensure examination for agriculturists. However,
25 Dr. Victor B. Asio, CAFS Dean, informed the DCDE that for integration to become
26 legal, such a plan has to be approved by the Board of Regents.

27 Dr. Sandoval indicated that in line with this move, the DCDE would also like
28 to request that the name of the department is changed to Department of Community
29 Development and Extension (DCDEx). Once the BOR approves the integration and
30 the change of name, the department will then endeavor to make changes in its
31 curricular program under the BS Agriculture program.

1 Dr. Edgardo E. Tulin commenced that the letter proposal needs to be
2 endorsed by the Dean of the College of Agriculture and Food Science.

3 Dr. Victor B. Asio indicated that he ~~was~~ ^{to} willingly endorse the proposal. Dr.
4 Asio also informed the Administration that the CAFS would like to have another
5 road constructed from the Department of Agronomy and Soil Science directly to the
6 DCDEx because the Department of Horticulture (DOH) will no longer permit the
7 DCDEx students to pass through its hallway.

8 President Bacusmo replied that the University will be constructing a
9 "covered walkway" for students connecting the different academic units in the upper
10 campus. The President also indicated that one of the reasons why the DOH will no
11 longer permit the DCDEx students to use their hallway is the boisterous voices *cum*
12 noise the students make as they walk through. Another complaint of the DOH is that
13 the department has to clean its comfort rooms more often because these students use
14 the facilities as well.

15 No other queries and/or suggestions were raised.

16 Dr. Edwin A. Balbarino moved for the approval of the proposal, as presented.

17 Dr. Othello B. Capuno seconded the motion.

18 The University Administrative Council passed

19 **University Administrative Council**
20 **Visayas State University**
21 **Visca, City of Baybay, Leyte**

22 **Resolution No. 20**
23 **Series of 2014**

24 Approving the proposal to change the name of the Department of Community
25 Development Education (DCDE) to Department of Community Development and
26 Extension (DCDEx), as presented and strongly endorsing the proposal for Approval
27 by the VSU Board of Regents.

28 **Univ. ADCO Action: APPROVED**

29 Date: 01 July 2014

30 2. Proposals of the Department of Development Communication (DDC) in support
31 of their CHED Center of Development (COD) Financial Grant

32 The President requested the Department Head, Dr. Christina A. Gabrillo to
33 present the proposal.

1 Dr. Gabrillo informed the Council that the Department of Development
2 Communication (DDC) was earlier identified by the CHED to be one of the Centers
3 of Development (CODs). This COD distinction carries with it a “financial award” of
4 P1.50 million. In order for the department to avail of this financial award, the
5 department has to submit a proposal on how this fund will be utilized.

6 Attendant to this, Dr. Gabrillo informed the Council that the DDC intends to
7 utilize the said funds for two (2) projects, namely: (1) *Strengthening the Competence*
8 *of Development Communication Educators and Practitioners in the Visayas and*
9 *Mindanao*; and (2) *Enhancement of Learning Resources and Library Holdings*. Part
10 of the funds to be provided by the CHED will be used to purchase some equipment
11 for the audio-visual room and some computers for the ETC major students. A
12 substantial amount will be used for the revival of the VSU Radio Station, DYDC, so
13 that the DevCom students will have a hands-on experience in broadcasting.

14 Dr. Gabrillo stressed that a MOA between VSU and the CHED for the COD
15 grant has been signed but in order to effect the release of funds, the DDC proposal
16 has to be approved by the Board of Regents by way of a BOR Resolution.

17 Dr. Antonio P. Abamo inquired whether this will also involve any physical
18 construction/renovation of any kind.

19 Dr. Gabrillo replied that no construction or reconstruction of any kind is
20 being envisioned.

21 The University Secretary requested the proponent to submit all pertinent
22 documents to his office so that it can be packaged for the upcoming BOR meeting.

23 Dr. Othello B. Capuno moved for the approval of the proposal, as presented.

24 Dr. Ma. Juliet C. Ceniza seconded the motion.

25 The University Administrative Council passed

26 **University Administrative Council**
27 **Visayas State University**
28 **Visca, City of Baybay, Leyte**

29 **Resolution No. 21**
30 **Series of 2014**

1 Approving the proposal of the Department of Development Communication
2 (DDC) in support of their CHED Center of Development (COD) financial grant, as
3 presented and strongly endorsing the proposal for Approval by the VSU Board of
4 Regents.

5 **Univ. ADCO Action: APPROVED**

6 Date: 01 July 2014

7 3. Proposal for the Construction of an Olympic-Sized Swimming Pool in the Main
8 Campus

9 The President informed the Council that the Board approved last year the
10 release of P1.0 million as part of the Use of Income. The initial groundwork has been
11 started and only about 1/3 of the area remains to be worked on. The site of the new
12 Olympic pool is the clear area between the old reservoir and the Molave groves. The
13 shallowest portion of the pool will be about five (5) feet while the deepest portion
14 will still be decided upon.

15 The President indicated that in order for the pool to be completed, a budget of
16 about P7.0 million will be required. This amount will include the development of the
17 area around the pool as well as the fencing of the adjoining area.

18 The President stressed that this facility will be for instruction as well as for
19 income generation. The students will use it for their PE classes but the facility will
20 be open to the public during weekends and holidays. This facility will also be used
21 during the Regional SCUAA next year which VSU will be hosting. The development
22 of the area will also make the Butterfly Farm more accessible to the public as well.

23 No questions were raised on the proposal.

24 The University Administrative council unanimously passed

25 **University Administrative Council**
26 **Visayas State University**
27 **Visca, City of Baybay, Leyte**

28 **Resolution No. 22**
29 ***Series of 2014***

30 Approving the proposal for the construction of an Olympic-sized swimming
31 pool in the Main Campus, as presented and strongly endorsing the proposal for
32 Approval by the VSU Board of Regents

33 **Univ. ADCO Action: APPROVED**

34 Date: 01 July 2014

4. Proposal for the Construction of the Mt. Pangasugan Biodiversity Museum

The President informed the Council that the Mt. Pangasugan Biodiversity Museum will be constructed in the area where the Forest Research Institute (FORI) once stood, in Molave Hill. Phase I of the project will be for the renovation of the damaged FORI building and the renovation cost is estimated to be about P2.0 million. Again, the area around it will have to be fenced to protect the property from robbers.

Dr. Ma. Juliet C. Ceniza suggested that the University revisit the proposed Eco-Tourism Loop of the University so that all the components of that plan will be realized and made operational. Dr. Ceniza reminded the Council that this Eco-Tourism Loop was presented and approved by the Regional Development Council (RDC) for possible funding support from embassies of other countries.

The President also informed the Council of the plan to construct a Training Center on top of the hill of the e-FARMI area at the back of the Administration Building so that this area will also be developed.

No questions were raised on the proposal.

The University Administrative Council unanimously passed

University Administrative Council
Visayas State University
Visca, City of Baybay, Leyte

Resolution No. 23
Series of 2014

Approving the proposal for the construction of Mt. Pangasugan Biodiversity Museum - Phase I – in the Main Campus, as presented and strongly endorsing the proposal for Approval by the VSU Board of Regents.

Univ. ADCO Action: APPROVED
Date: 01 July 2014

5. Proposal for the Purchase of a Man-Lift Truck

The President informed the Council that the Main Campus needs to purchase a man-lift truck to facilitate the pruning of trees especially along the Mall area as well as for the maintenance and repair of the University's electrical lines. This man-lift truck is similar to those used by LEYECO lineamen.

1 No questions were raised on the proposal.

2 The University Administrative Council unanimously passed

3 **University Administrative Council**
4 **Visayas State University**
5 **Visca, City of Baybay, Leyte**

6 **Resolution No. 24**
7 **Series of 2014**

8 Approving the proposal for the purchase of a second-hand man-lift truck at a
9 cost of not more than P500,000.00 for the Main Campus, as presented and strongly
10 endorsing the proposal for Approval by the VSU Board of Regents.

11 **Univ. ADCO Action: APPROVED**

12 Date: 01 July 2014

13 6. Proposal for the Closing and Use of Dormant University Funds from Research

14 The President informed the Council that the Bureau of the Treasury has
15 found three (3) University accounts to be “dormant” meaning that the University
16 has not used it over a long period of time. The Treasury wants the dormant funds
17 amounting to about P2.0 million, returned to the Treasury.

18 The President indicated that there are four (4) LBP bank accounts, as
19 follows:

- 20 1) LBP Account No. 3572100056 - P 271,641.99
21 *Dormant since March 2010. It is the balance of a terminated project (Public-Private Partnership).*
- 22 2) LBP Account No. 3571001470 - P1,471,815.17
23 *This amount represent balances of prior years projects as of April 1999 which was pooled and placed*
24 *in a high yield deposit account.*
- 25 3) LBP Account No. 3572100072 - P 356,062.86
26 *The account was maintained for the KR2 (Baybay Jackfruit Project) and was completed last September*
27 *2010.*

28 President Bacusmo clarified that the first two accounts amounting to
29 P1,743,457.16 will be used for continuing rehabilitation of Typhoon Yolanda
30 damaged infrastructure. The third account, amounting to P356,062.86 will be
31 transferred to STF Fund 164 as an augmentation of University income.

32 No questions were raised on the proposal.

33 The University Administrative Council unanimously passed

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Approving the proposal for the closing and use of dormant University funds from research, as presented and strongly endorsing the proposal for Approval by the VSU Board of Regents.

7. Proposal for the Utilization of Funds from Non-Returning Scholars for Faculty Development

1. LBP Account No. CTD 357900170 - US\$ 5,441.76
The account was opened last 31 August 2010 as a Time Deposit which earns minimal interest.

The University Administrative Council unanimously passed

Approving the proposal for the utilization of funds from non-returning scholars for faculty development, as presented and strongly endorsing the proposal for Approval by the VSU Board of Regents.

8. Appointments of Some VSU Personnel

The President informed the Council that there are a number of appointments recommended for UADCO approval. It is presumed that all these appointments have been coursed through the existing processes of the University.

1 Dr. Lourdes B. Cano replied that all the appointments followed existing
2 procedures of the University.

3 No questions were raised on the proposal.

4 The University Administrative Council unanimously passed

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

8 **Resolution No. 27**
9 ***Series of 2014***

10 Approving the change in appointment status (contractual to temporary) of
11 five (5) academic staff from VSU Tolosa, as presented and strongly endorsing the
12 proposal for Approval by the VSU Board of Regents.

13 **Univ. ADCO Action: APPROVED**
14 **Date: 01 July 2014**

15 **University Administrative Council**
16 **Visayas State University**
17 **Visca, City of Baybay, Leyte**

18 **Resolution No. 28**
19 ***Series of 2014***

20 Approving the appointment of Ms. Hannah Rissah F. Abad as Asst. Professor
21 I (temporary) in the Main Campus, as presented and strongly endorsing the proposal
22 for Approval by the VSU Board of Regents.

23 **Univ. ADCO Action: APPROVED**
24 **Date: 01 July 2014**

25 **University Administrative Council**
26 **Visayas State University**
27 **Visca, City of Baybay, Leyte**

28 **Resolution No. 29**
29 ***Series of 2014***

30 Approving the renewal of appointment of some temporary academic staff
31 from the different campuses, VSU System, as presented and strongly endorsing the
32 proposal for Approval by the VSU Board of Regents.

33 **Univ. ADCO Action: APPROVED**
34 **Date: 01 July 2014**

35 **VIII. OTHER MATTERS**

36 1. Proposal to Appoint Adjunct Faculty in the Graduate School

37 The University Secretary informed the Council that this proposal was
38 discussed in the recent BOR Meeting and was conditionally approved pending
39 the approval by the two University Councils: Academic and Administrative. The

1 proposal was discussed in the recent University Academic Council meeting and
2 the UAC approved this proposal. This is now presented to the Administrative
3 Council for discussion and approval.

4 The University Secretary explained that in essence, the hiring of adjunct
5 faculty will only be resorted to when an academic department does not have
6 graduate faculty with a particular specialization especially for thesis advisement.

7 The President informed the Council that Item No. 8 of the Guidelines
8 pertains to the remuneration for the Adjunct Professor which pegs the
9 remuneration to P300/hour for MS degree holder and P400/hour for PhD degree
10 holder.

11 The President indicated that maybe it will be safe to just say that they will
12 be paid based on approved rates so that they will not be misconstrued to be part-
13 time teachers.

14 No questions were raised on the proposal.

15 The University Administrative Council unanimously passed

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

19 **Resolution No. 30**
20 **Series of 2014**

21 Approving the proposal to appoint Adjunct Professors in the Graduate
22 School, as presented, *except No. 8 of the Guideline*, and strongly endorsing the
23 proposal for Approval by the VSU Board of Regents.

24 **Univ. ADCO Action: APPROVED**
25 **Date: 01 July 2014**

- 26 2. Proposal to Purchase One (1) Toyota Grandia and One (1) Toyota Innova from
27 the PCAARRD Tanglaw Award with Counterpart Funds from VSU

28 Dr. Othello B. Capuno, VP for Research and Extension, informed the
29 Council that the University received P2.0 million as financial incentive for
30 having been awarded the Tanglaw Award by the PCAARRD. The said amount
31 will be used for the purchase of two (2) vehicles: a Toyota ^{Grandia} ~~Grandia~~ and a Toyota
32 Innova. Dr. Capuno stressed that as a Level 4 University, VSU should do its best
33 to replace its aging fleet of vehicles with newer ones. The acquisition of these

1 new vehicles will improve the research and extension capability of the
2 University. However, this will require approval from the Board of Regents.

3 Dr. Capuno pointed out that the Tanglaw Award funds will not be
4 sufficient and so, the University President pledged to provide P600,000.00 as
5 VSUs counterpart funds for the purchase of the two (2) vehicles.

6 The University Secretary requested Dr. Capuno to prepare the necessary
7 documents and submit these to the OUS so that the proposal can be packaged for
8 the upcoming BOR Meeting.

9 No questions were raised on the proposal.

10 The University Administrative Council unanimously passed

11 **University Administrative Council**
12 **Visayas State University**
13 **Visca, City of Baybay, Leyte**

14 **Resolution No. 31**
15 ***Series of 2014***

16 Approving the proposal to purchase one (1) Toyota Grandia and one (1)
17 Toyota Innova sourced from the P2.0 million Tanglaw Award for PCAARRD and
18 P600,000.00 as VSU counterpart fund, as presented, and strongly endorsing the
19 proposal for Approval by the VSU Board of Regents.

20 **Univ. ADCO Action: APPROVED**
21 **Date: 01 July 2014**

22 3. Request to Change the Call Sign of VSU FM Radio to DYDC

23 Dr. Christina A. Gabrillo, Department Head of DDC, informed the
24 Council that the call sign of the VSU Radio Station, DYAC, is over 30 years old
25 when the station was still an AM station.

26 The new VSU Radio Station is now an FM station and there is a need to
27 change the call sign to DYDC, the *Development Campus* radio. This new call
28 sign has already been approved by the National Telecommunications
29 Commission (NTC).

30 No questions were raised on the proposal.

31 The University Administrative Council unanimously passed
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University Administrative Council
Visayas State University
Visca, City of Baybay, Leyte

Resolution No. 32
Series of 2014

Approving the request to change the call sign of VSU Radio from DYAC to DYDC, as presented, and strongly endorsing the request for Approval by the VSU Board of Regents.

Univ. ADCO Action: APPROVED
Date: 01 July 2014

4. Proposed New Rates for the VSU Convention Hall

Dr. Edgardo E. Tulin informed the Council that the Convention Hall has just been renovated at a cost of about P3.0 million. The renovation has vastly improved the facility and it now has a much better cooling system, more spacious, a new sound system and other amenities.

Dr. Tulin then presented the present rates and the proposed rates, side-by-side. The rental already includes the electricity consumption and the sound system. Only the overtime pay of the utility workers are not included in the flat rate rental. A reservation fee of P2,000 is collected prior to actual use and will be included in the final rent after the affair is consummated.

Atty. Rysan Guinocor inquired whether the counting of the four (4) hour rent starts when the event starts or it will include the preparation time like catering which sometimes consumes up to an hour with the airconditioners already in operation.

The President replied that it is really necessary to increase the rate for the first four (4) hours so that it can take care of the preparation time before the actual event.

Dr. Guarte suggested that the proposal should incorporate the suggestions made earlier.

The President commented that the proponents should carefully compute the electricity consumption per hour so that the University will not have to provide any subsidy.

1 Prof. Manolo B. Loreto inquired whether the NSTP can still use the
2 Convention Hall on condition that the NSTP will only pay for the electricity
3 consumed but not the flat rate rental.

4 The President indicated that the Administration will look into this since
5 the students will also have to have access to University facilities.

6 Some questions were raised on the different categories of users and the
7 rates that will be charged.

8 Regarding the categories, Dr. Tulin informed the Council that the IGP
9 Board decided to simplify the categories into VSU employees/students and
10 Outsiders. Outsiders include alumni, ^{religious} religious groups and others who have no
11 connections with VSU. VSU employees refer to those individuals who have an
12 employer-employee relationship with VSU.

13 The University Secretary suggested that only those who are on the official
14 payroll of the University will be considered as VSU employees.

15 The President indicated that the Council will approve this proposal, *in*
16 *principle*, *Subject to* the submission of an improved proposal that will
17 incorporate all the suggestions made before the BOR Meeting.

18 5. Use of Income for the 3rd Quarter of 2014

19 Ms. Louella C. Ampac informed the Council that the Finance and Budget
20 Office is requesting approval of the Use of Income for the 3rd Quarter of 2014,
21 covering the period 01 July to 30 September 2014, amounting to P28,280,000.00.

22 The breakdown of the request for Use of Income was as follows:

23	Main Campus	-	P22.800 million
24	Alangalang	-	1.325 million
25	Isabel	-	2.125 million
26	Tolosa	-	1.825 million
27	Villaba	-	0.925 million

On the other hand, Ms. Ampac presented the available cash collection amounting to P45,591,122.93 for the 2nd quarter 2014, covering the period 19 March to 20 June 2014 as follows:

Main Campus	-	P 36.0 million
Alangalang	-	3.0+ million
Isabel	-	3.3 million
Tolosa	-	4.4 million
Villaba	-	1.5 million

Ms. Ampac explained that the cash collection came from tuition fees and fiduciary fees for the stated period and will be used to pay off obligations in the 3rd Quarter.

No questions were raised on the proposal.

The University Administrative Council unanimously passed

University Administrative Council
Visayas State University
Visca, City of Baybay, Leyte

Resolution No. 33
Series of 2014

Approving the proposal for the Use of Income for the 3rd Quarter 2014, as presented, and strongly endorsing the request for Approval by the VSU Board of Regents.

Univ. ADCO Action: APPROVED
Date: 01 July 2014

IX. MATTERS FOR INFORMATION

1. Update on the NBC 461 Differential

Dr. Luz O. Moreno, President of the Faculty Association, stated that so far, only the January 2014 NBC 461, 4th Cycle differential has been released. Dr. Moreno inquired about the status of the differentials for the other months and whether the University still has funds to cover this until December of this year.

President Bacusmo informed the Council that the Region 8 SUC Presidents met last 27 June 2014 and during that meeting, most of the Presidents indicated that they have stopped giving differentials to their faculty on account of the COA Notice of Disallowance. The President inquired from the OIC Director

1 of Finance, Ms. Louella C. Ampac, whether the VSU Auditor has also issued a
2 Notice of Disallowance.

3 Ms. Ampac informed the Council that the VSU Auditor called her
4 attention to stop paying the NBC salary differentials using University income
5 from Fund 164. Ms. Ampac indicated that the university has already paid salary
6 differentials until April 2014 sourced from savings (Fund 101) since the DBM
7 has not made any releases to cover the salary differentials.

8 Ms. Ampac clarified that savings can only be ascertained at the end of
9 each quarter, thus, the salary differential for April was given only after the
10 amount of savings was established end of March. For the 2nd Quarter ended June,
11 savings will also have to be determined before differentials are paid out for the
12 same period.

13 Dr. Guarte explained that the University first used its income which was
14 then later replenished by the savings so that VSU can give differentials to faculty
15 at one (1) quarter late.

16 2. Publication Incentive

17 The President informed the Council that this will be referred to the BOR
18 for final action. There is a need to get a Certification from the Finance/Budget
19 Office ascertaining the availability of funds for this purpose especially because
20 this will be implemented retroactive CY 2011.

21 The University Secretary requested for the submission of the needed
22 documents before the BOR meeting.

23 3. SUC Leveling

24 Dr. Lourdes B. Cano informed the Council that there are so many
25 requirements that PASUC will be requiring for the new SUC leveling. An initial
26 assessment using the present PASUC leveling instrument, the level of VSU will
27 be downgraded to only Level III from its present Level 4. This possible
28 downgrading will affect the staffing pattern of VSU.

1 The President pointed out that there are two (2) criteria that the VSU will
2 find difficulty in meeting: (1) the number of PhD degree holders in the active
3 service; and (2) University income. Based on the proposed CHED guidelines, at
4 least 50% of all faculty must be PhD or doctorate degree holders. If this
5 guideline will be implemented now, there is no way by which VSU will be able
6 to qualify after the quick turnover due to retirement of the faculty with PhD
7 degrees. On the issue of income, the University's income is only very small.

8 Dr. Cano likewise clarified that in the present leveling guideline, part-
9 time faculty are also included in the assessment. However, almost all of VSU's
10 part-time faculty are only BS degree holders.

11 President Bacusmo narrated that the PASUC requested the not to ^{CHED} *if missing*
12 unilaterally issue any CHED Memorandum or communication to the effect that it
13 was implementing the new leveling system until after the PASUC and the CHED
14 shall have agreed upon jointly of a leveling instrument for implementation. What
15 is sure though is that the new leveling instrument will be much stricter than the
16 previous one. Further, many of the SUCs are aiming for Level 4 because of the
17 built-in advantages attached to it like budget, funding of projects, number and
18 type of positions, etc...

19 Dr. Cano informed the Council that the number of faculty pursuing
20 doctorate degrees is still few despite availability of funding.

21 The President replied that it is for this reason that the funding for our own
22 scholars should be attractive enough for the faculty to pursue doctorate degrees.
23 Another track for the University is of course to attract PhD degree holders from
24 other agencies. VSU can offer an attractive package which includes housing,
25 education for children, ambiance, and healthy lifestyle. Those employees who
26 retired in line with the line agency's RatPlan (DA and DENR), can also be
27 enticed to join the faculty.
28

1 4. Creation of New Academic Positions

2 Dr. Roberto D. Lauzon, Dean of VSU Tolosa, informed the Council that
3 the VSU Tolosa is in need of a number of Instructor I positions because of the
4 expanding enrolment. Dr. Lauzon informed the Council that the VSU Tolosa lost
5 some highly qualified faculty because they were unable to secure tenure. As a
6 result, the campus now has many part-time faculty.

7 President Bacusmo requested Dr. Cano to take a look at this request and
8 what the University can do about it.

9 Dr. Cano informed the Council that the University has a standing request
10 for conversion of higher level positions to Instructor I positions and the VSU
11 Tolosa will be allocated some positions.

12 5. Bidding of Equipment for the LIDAR Project

13 Dr. Pastor P. Garcia informed ~~that~~^e Council that the funds for the LIDAR
14 project has been released and about P15.0 million will be used for the purchase
15 of new equipment. These equipment are needed very badly and requested that a
16 special bidding be made to facilitate the purchase of these equipment.

17 Dr. Guarte replied that for as long as the needed documents (PR) and
18 other forms are prepared and submitted immediately to his office, the University
19 Bids and Awards Committee will post it to PHILGEPS and then schedule the
20 conduct of a special bidding just for this.

21 6. Anniversary Matters

22 President Bacusmo reminded the Council that there will be a meeting at
23 2:00 PM at the Office of the President regarding the events of the coming
24 Anniversary.

25 7. Squatting in University Lands

26 The President informed the Council that all of the Presidents of SUCs in
27 Region 8 all reported to have problems related to squatting inside University
28 lands. The President indicated ~~the~~^{et} most of them have started asserting their SUCs

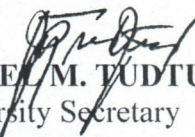
1 ownership of the lands being squatted by asking the squatters to pay rental on the
2 lands occupied. This is already implemented in UEP by Pres. Mar de Asis.

3 The President requested the University Legal Counsel, Atty. Rysan
4 Guinocor to hear a Special Committee to also conduct a similar action in all of
5 the University's land holdings including those in the satellite campuses. The
6 other members of the Committee include: Dr. Lourdes B. Cano, Dr. Marichu M.
7 Padayao, Prof. Florentino "Bong" Morales, Dr. Marcelo A. Quevedo, Dr. Lolito
8 Bestil, and Dr. Justino M. Quimio with Ms. Asteria A. Sevilla as Recording
9 Secretary.

10 **X. ADJOURNMENT**

11 After all itmes were discussed, President Jose L. Bacsumo thanked
12 everybody for attending the 108th UADCO meeting and adjourned the meeting at
13 1:29 P.M.

14
15 Certified True and Correct from the Transcriptions:

16
17 
18 **DANIEL M. TUDTUD, JR.**
University Secretary

19 Attested:

20
21 **JOSE L. BACUSMO, PhD**
22 University President
23 Chairperson, University Administrative Council

108th UNIVERSITY ADMINISTRATIVE COUNCIL MEETING

01 JULY 2014

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

MATRIX OF UADCO/BOR RESOLUTIONS

ISSUES DISCUSSED	UNIVERSITY ADCO RESOLUTION/ACTIONS	BOARD RESOLUTION
<i>Integration of DCDE with the College of Agriculture & Food Science and the Request for the change in the department's name to Department of Community Development and Extension (DCDEx) effective upon approval by the Board of Regents</i> Pages 6-7	UADCO Res. #20, S. 2014 APPROVED	BOR Res. # 43, s. 2014 dated 26 July 2014
<i>Proposal of the Dept. of Development Communication (DDC) for the CHED-COD Grant</i> Pages 7-9	UADCO Res. #21, s. 2014 APPROVED	BOR Res. # 42, s. 2014 dated 26 July 2014
<i>Proposal for the Construction of an Olympic-sized Swimming Pool in the Main campus</i> Page 9	UADCO Res. #22, s. 2014 APPROVED <i>APPROVED the proposal for the construction of an Olympic-Sized Swimming Pool in the Main campus (P7.0 million)</i>	BOR Res. # 29, s. 2014 dated 26 July 2014
<i>Proposal for the Construction of the Mt. Pangasugan Biodiversity Museum</i> Page 10	UADCO Res. # 23, s. 2014 APPROVED <i>APPROVED the Proposal for the Construction of Mt. Pangasugan Biodiversity Museum (P2.0 million)</i>	BOR Res. #30, s. 2014 dated 26 July 2014
<i>Proposal for the Purchase of a Man-lift Truck</i> Page 10 - 11	UADCO Res. #24, s. 2014 <i>APPROVED the Proposal for the Purchase of a Second-hand Man-lift Truck at a cost of not more than P500,000.00 for the Main campus.</i>	BOR Res.# 33, s. 2014 dated 26 July 2014

ISSUES DISCUSSED	UADCO RESOLUTION/ACTIONS	BOARD RESOLUTION
<p><i>Proposal for the Closing and Use of the following Dormant University Funds</i></p> <p>a) <i>Funds from Research Fund Bank Deposits: LBP Bank Account No. 3572100056 – P271,641.99; LBP Bank Account No. 3571001470 – P1,471,815.17; LBP Bank Account No. 3572100072 – P356,062.86; and Utilizing these for Various Programs and Projects of the University in Support of the Continuous Rehabilitation and Major Repairs of University Facilities and Equipment Damaged by Super Typhoon Yolanda and Other Purposes..</i></p> <p>b) <i>Funds from Non-Returning Scholars for Faculty Development</i></p> <p><i>LBP Bank Account No. CTD2579000170 - US\$5,441.76 (P241,586.93)</i></p> <p>Pages 11-12</p>	<p>UADCO Res. #25 s. 2014</p> <p>APPROVED</p> <p>UADCO Res. #26, s. 2014</p> <p>APPROVED</p>	<p>BOR Res.# 34, s. 2014 dated 26 July 2014</p> <p>- the same -</p>
<p><i>Appointments of Some VSU Personnel:</i></p> <ul style="list-style-type: none"> <i>Change of Status of Five 5) Academic Staff from VSU Tolosa from Contractual To Temporary Appointment</i> <i>Appointment of Ms. Hannah Rissah F. Abad as Asst. Professor I (Temporary) in the Main campus</i> <i>Renewal of Some Temporary Academic Staff</i> <p>Page 12- 13</p>	<p>UADCO Res. #27, s. 2014 APPROVED</p> <p>UADCO Res. #28, s. 2014 APPROVED</p> <p>UADCO Res. #29, s. 2014 APPROVED</p>	<p>BOR Res. #48, s. 2014 dated 26 July 2014</p> <p>BOR Res. #49, s. 2014 dated 26 July 2014</p> <p>BOR Res. #53 , s. 2014 dated 26 July 2014</p>
<p>Proposal to Appoint Adjunct Faculty in the Graduate School</p> <p>Pages 13 - 14</p>	<p>UADCO Res. #30, s. 2014</p> <p>APPROVED the proposal except No. 8 of the Guideline.</p>	<p>BOR Res. #39 , s. 2014 dated 26 July 2014</p> <p>Approved the Proposal to Appoint Adjunct Faculty in the Graduate School Provided that it will be Resorted to Strictly Based on Need and Only when the Department is Left with No Other Option and Subject to Availability of Funds.</p>

ISSUES DISCUSSED	UADCO RESOLUTION/ACTIONS	BOARD RESOLUTION
<p><i>Proposal to Purchase One (1) Toyota Grandia and One (1) Toyota Innova from the PCARRD Tanglaw Award with Counterpart Funds from the VSU</i></p> <p>Pages 14 -15</p>	<p>UADCO Res. #31, s. 2014</p> <p><i>APPROVED the Proposal to Purchase one (1) Toyota Grandia sourced from the P2.0 Million Tanglaw Award from PCARRD and P600,000.00 as VSU counterpart fund.</i></p>	<p><u>BOR Res. #31 , s. 2014 dated 26 July 2014</u></p> <p><i>Approved the purchase of a Utility Van and a 7-Seater Sports Utility Vehicle (SUV) for use by the University...</i></p> <p><u>BOR Res. #32 , s. 2014 dated 26 July 2014</u></p> <p><i>Approved the Request to Provide Counterpart Funds Needed for the Purchase of a 7-Seater Sports Utility Vehicle for Use by the University Chargeable against CY 2014 Capital Outlay Budget of the Main campus Sourced from STF fund 164 but not to Exceed P600,000.00...</i></p>
<p><i>Request to Change the Call Sign of VSU FM Radio to DYDC</i></p> <p>Pages 15-16</p>	<p>UADCO Res. #32, s. 2014</p> <p>APPROVED</p>	
<p><i>Proposed New Rates for the VSU Convention Hall</i></p> <p>Pages 16-17</p>	<p>Approved in Principle Subject to Submission of an improved proposal that will incorporate all the suggestions made before the BOR Meeting</p>	
<p><i>Use of income for the 3rd Quarter of 2014</i></p> <p>Pages 17 - 18</p>	<p>UADCO Res. #33, s. 2014</p>	<p>BOR Res. #28 , s. 2014 dated 26 July 2014</p>