

VISAYAS STATE COLLEGE OF AGRICULTURE
Baybay, Leyte

APPROVED
MINUTES OF THE 49TH (REGULAR) MEETING OF THE VISCA BOARD
OF TRUSTEES HELD ON OCTOBER 20, 1982 AT THE PASUC
CONFERENCE ROOM, MECS, METRO MANILA



- 2 - DECISIONS/AGREEMENTS MADE BY THE BOARD OF TRUSTEES

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Approving in toto the budget from capital outlay administrative cost for calendar year 1982 & authorizing the College President to implement the same	5
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9. <u>RESOLUTION No. 120, s. 1982</u>	10
Sculptural Works on the Two Concrete Pillars for College Entrance, at the Mall award the labor contract to Mr. Inocencio Monte de Ramus	10

10.	<u>RESOLUTION NO. 121, s. 1982</u>	PROVIDED		
	MINUTES OF THE 49TH (REGULAR) MEETING OF THE VISCA BOARD			1
	Employing the services of Alfon-Kangleon-Trinidad and Associates for the design of the VISCA Farm Products Outlet building (mini-mart) and redesigning of the Social Hall to serve as an auditorium, provided that the plans are completed in time for public bidding			2 3 11 4
11.	<u>RESOLUTION NO. 122, s. 1982</u>	Presiding Officer		5
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	Employing Architect Cubio to design the goat, cattle and ducks sheds at 6% of construction cost for architectural fee . .			7 8 11 8
12.	<u>RESOLUTION NO. 123, s. 1982</u>	Vice Chairman		9
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	Attending classes, entering the library of offices with smell of liquor punishable by a maximum of one-semester suspension, a codal amendment			11 12 12 12
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13.	<u>RESOLUTION NO. 124, s. 1982</u>			
	Non-thesis Option for BSA Major in Plant Protection			12 15
14.	<u>RESOLUTION NO. 125, s. 1982</u>	Representative		16
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	Payment for the transportation expenses of Dr. Raros and family, including dependents and the payment for the shipment of their personal belongings and other instructional materials			18 19 20 21 13 20
	PASUC			21
	Prof. Andres F. Duatin	Secretary		22
	College/Board Secretary			23
	VISCA			24
	Call to Order:			25
	Hon. Abraham I. Felipe, the presiding officer, called the meeting to order at 12:45 p.m.			26 27
	Preliminary Matters:			28
	<u>Approval of Agenda</u>			29
	With the permission of the presiding officer, Pres. Bernardo added two items under Administrative Matters after which the agenda were approved.			30 31 32

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MINUTES OF THE 49TH (REGULAR) MEETING OF THE VISCA BOARD
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	1
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	3
Present:	4
Hon. Abraham I. Felipe	5
Deputy Minister	6
Ministry of Education, Culture	7
and Sports	8
Hon. F. A. Bernardo	9
College President	10
Visayas State College of Agriculture	11
Hon. Jose M. Lawas	12
Assistant Director General	13
RDS, NEDA	14
Others Present:	15
Dr. Vedasto G. Suarez	16
Assistant Minister	17
MECS	18
Mr. John S. Imlan	19
Executive Assistant	20
PASUC	21
Prof. Andres F. Duatin	22
College/Board Secretary	23
ViSCA	24
Call to Order:	25
Hon. Abraham I. Felipe, the presiding officer, called the	26
meeting to order at 12:45 p.m.	27
I. Preliminary Matters:	28
A. <u>Approval of Agenda</u>	29
With the permission of the presiding officer, Pres. Bernardo	30
added two items under Administrative Matters after which the	31
agenda were approved.	32

B. Brief Report of the College President

1. President Bernardo's trip to the U.S. Pres. Bernardo informed the Board that Leyte Governor Benjamin Romualdez requested him to proceed to Washington, D.C. to help in making preparations for the state visit of Pres. Marcos to the United States. His particular assignment was on the area of agriculture and academic programs. In the U.S., he met with Senator Percy and staff, vice presidents and deans of some U.S. universities and important USAID officials.

His discussions with USAID officials dealt on areas of interest in the Philippines such as products utilization and processing, including marketing problems. Pres. Bernardo observed that the Filipinos have the capacity to increase production in the farms but the disposal/marketing of their products pose a great problem.

In the area of agro-forestry, reforestation of denuded areas was considered a serious problem.

Pres. Bernardo reported that he also prepared a proposal to improve agricultural extension which Gov. Romualdez would like to start implementing in the Philippines as a pilot project of the ASEAN.

2. Farming Systems Development Program in Eastern Visayas.

The College President reported that a team of visiting professors from Cornell University visited ViSCA and Dr. Joseph Metz, also from Cornell University, accompanied by his wife, arrived to stay as a long-term participant to the said program.

Regarding the funding, as inquired by Hon. Felipe, Pres. 1
Bernardo informed him that it would come from the USAID. 2

3. Agro-Forestry Project. ViSCA was selected by SEARCA 3
to lead in a pilot project in the area of agro-forestry to be 4
started in Leyte. A team from SEARCA and ICRAF (International 5
Center for Research in Agro-forestry) went to Leyte and conducted 6
a week of on-the-spot survey of the forests in the province. 7
This was followed by a seminar-workshop held at SEARCA where a 8
pledge of support for the program was bared. "ViSCA expects to 9
get outside help to boost the project," Pres. Bernardo said. 10

4. Recruitment of Two Scientists. Pres. Bernardo gladly 11
reported that two outstanding scientists were recruited, thus 12
strengthening the staff of the college. He was referring to the 13
transfer of Dr. Romeo Raros and his wife, Dr. Leonila Raros, both 14
Ph.D. degree holders in Entomology. 15

He also informed the Board about the return of Dr. Esterlina 16
Olan Kotake after finishing her Ph.D. in Agricultural Economics. 17
The husband is a Ph.D. candidate in Biochemistry who joined the 18
wife to work at ViSCA as a visiting assistant professor. "He is 19
a good linkage with Japan," Pres. Bernardo added. 20

5. National conference in root crops. With Deputy Minister 21
Lim as guest of honor, ViSCA will host again a national conference 22
in root crops starting on October 21 until October 23 this year. 23

II. ratification of the Minutes of the Previous Meeting. 24

The minutes of the Board meeting on July 21, 1982 were approved 25
as is. 26

III. <u>Matters Arising from the Approved Minutes</u>	1
A. <u>Professional Service Fees</u>	2
Dr. Suarez suggested that the specific amount for pro-	3
fessional service fees be reflected in the contracts. The	4
suggestion was well taken.	5
IV. <u>For Approval/Ratification/Confirmation</u>	6
A. <u>Administrative Matters:</u>	7
1. <u>Presentation of the 1981 Annual Report Bound Copies.</u>	8
of VisCA's annual report for CY 1981, consisting of some 65	9
pages in pictorial form, were distributed to the Trustees and	10
representatives two days before the meeting, giving them ample	11
time to study the said annual report.	12
Hon. Felipe appreciated the format of the report and	13
expressed desire to have a standard size of annual reports of	14
all PASUC institutions for obvious reasons. Hon. Lawas, on	15
the other hand, suggested that annual reports should show	16
accomplishments in comparison with the initial targets and	17
goals. At this juncture, Dr. Suarez recalled that a MEC	18
Memorandum sent out to the field suggested the setting up of	19
goals in annual reports. President Bernardo thanked the	20
Trustees for their reminders.	21
2. <u>Capital Outlay Administrative Cost.</u> The proposed	22
budget for Capital Outlay Administrative Cost for Calendar Year,	23
1982 presented amounts to P291,720.00, distributed as follows:	24

Distribution

1. Proposed Increase in Honorarium	... P185,616.00	
2. Proposed Additional Personnel to be paid Honoraria	... 81,804.00	
3. The Same Old Rate	... <u>24,300.00</u>	
Total	... P291,720.00	

The above figures represent 5% of the total capital outlay for 1982 being undertaken by Administration. Pres. Bernardo informed the Board that CO projects undertaken by Administration would save the government from the profit of contractors.

Dr. Lawas commented that honorarium for administrative personnel could not be taken from capital outlay but Pres. Bernardo cited the practice of EDPITAF which ViSCA is adopting.

Since there was no objection to the proposed budget from CO administrative cost, the Board passed: Appendix A

RESOLUTION NO. 113, s. 1982

Approving in toto the budget from capital outlay administrative cost for calendar year 1982 and authorizing the College President to implement the budget, subject to the implementing guidelines in granting honorarium for capital outlay projects and COA rules and regulations. Appendix A

Approved

3. Appointment of Personnel. The proposal on appointment of personnel included (a) recruitment and (b) permanent status. This proposal passed the Administrative and Academic Personnel Board. Appendix B.

RESOLUTION NO. 114-A, s. 1982

Confirming the appointment of the following personnel:

A. Recruitment

1. Ms. Letecia Q. Sarong, as temporary Assistant Instructor at P11,904.00 p.a., effective November 1, 1982;
2. Mr. Humberto R. Montes, Jr., as temporary Assistant Instructor at P11,904.00 p.a., effective July 1, 1982;
3. Mr. Algerico M. Mariscal, as temporary Science Research Specialist I at P12,516.00 p.a., effective August 1, 1982;
4. Ms. Antonieta Ig. E. Zablan, as temporary Instructor at P19,584.00 p.a., effective August 2, 1982;
5. Mr. Patricio C. Sedigo, as temporary Radio Program Production Manager at P22,729.00 p.a., effective August 1, 1982;
6. Ms. Charito G. Fabillar, a temporary Guidance Counselor at P8,832.00 p.a., effective August 1, 1982;
7. Engr. Antonio A. Sanchez, a temporary Mechanical Engineer at P16,044.00 p.a., effective August 1, 1982; and
8. Ms. Adelaida M. Abit, as permanent Junior Librarian, at P6,552.00 p.a., effective August 2, 1982.

All appointments are subject to CSC attestation.

Approved

RESOLUTION NO. 114-B, s. 1982

B. Permanent Status:

1. Mr. Melgredo B. Castillon, as permanent Dormitory Manager, effective November 1, 1982;
2. Mr. Alipio P. Cordero, as Permanent Driver, effective November 1, 1982;
3. Mr. Cesar M. Diaz, as permanent Driver, effective November 1, 1982;
4. Mr. Esmeraldo S. Managbanag, as permanent Mechanic I, effective November 1, 1982;
5. Mr. Franco F. Penetrado, as permanent Mechanic I, effective November 1, 1982;
6. Mr. Regalado D. Poliquit, as permanent Plant Propagator, effective November 1, 1982; and

7. Mr. Prudencio M. Rabanos, as permanent Mason I,
effective November 1, 1982.

All appointments are subject to CSC attestation.
Appendix B

Approved

4. Proposed Appointment/Designation of Key Administrative Personnel. Prof. Francisco G. Bascug was recommended as Acting Vice President for Administration vice Dr. Samuel S. Go with annual salary of P41,292.00 based on NCC 16, effective November 1, 1982 until October 31, 1985; and Dr. Emiliana N. Bernardo was designated Director of Research and officer-in-charge of Extension with monthly honorarium of P500.00, effective October 1, 1982 until September 30, 1985. Appendix C

RESOLUTION NO. 115, s. 1982

Approving the appointment of Professor Francisco G. Bascug as Acting Vice President for Administration at P41,292.00 p.a., based on NCC 16, effective November 1, 1982 until October 31, 1985, or until the return of the incumbent, Dr. Samuel S. Go, whichever is earlier, subject to CSC attestation.

Confirming the designation of Dr. Emilia N. Bernardo as Director of Research and officer-in-charge of Extension, with monthly honorarium of P500.00, effective October 1, 1982 until September 30, 1985. Appendix C

Approved

5. Proposed Reorganization and Revision of Delegated Authorities. The proposed reorganization of ViSCA's administrative personnel and the corresponding revision of delegated authorities include the following changes:
- a. Abolition of the office of the Director of Business

- Affairs and transfer of offices previously under the ODBA to the Vice President for Administration;
- b. Redistribution of authorities previously exercised by DBA;
- c. Transfer of authority of the Vice President to the Administrative Officer;
- d. Increase of delegated authorities of the Director of Instruction; and
- e. Approval of the functions and authorities of the Director of Research. Appendix D

After a few clarifying questions, the Board passed:

RESOLUTION NO. 116, s. 1982

Approving in toto the reorganization of ViSCA's personnel and the corresponding revision of delegated authorities, effective immediately. Appendix D

Approved

6. Approval of Contract Award to Achievers Construction and Development Corporation for the Construction of the Circumferential Road. The College President, upon the recommendation of the Committee on Bids and Awards, presented the proposal to award the contract to the Achievers Construction and Development Corporation of the ViSCA circumferential road at the lowest bid price of P910,000.00 as authorized under PD 1594, as amended. Appendix E

The Board passed:

RESOLUTION NO. 117, s. 1982

Approving the proposal to award the contract to the Achievers Construction and Development Corporation for the construction of ViSCA's Circumferential Road at the lowest bid price of P910,000.00, subject to PD 1594, as amended. Appendix E

Approved

7. Approval of Contract Award to Achievers Construction and Development Corporation for the Construction of the Curb and Gutter. A proposal was presented recommending the approval of contract award in favor of the Achievers Construction and Development Corporation for the construction of the Curb and Gutter at the lowest bid price of P555,920.32 as authorized under PD 1594, as amended. Appendix F

The Board passed:

RESOLUTION NO. 118, s. 1982

Approving the Contract Award to the Achievers Construction and Development Corporation for the construction of the Curb and Gutter at the winning bid price of P555,920.33, subject to PD 1594, as amended. Appendix F

Approved

8. Approval of Contract Award to Unimasters Conglomeration, Inc., for the Construction of the Bicycle Lane-Service Road. It was recommended that the contract for the construction of the Bicycle Lane-Service Road be awarded to the Unimasters Conglomeration, Inc., at the winning bid price of P921,784.64 as authorized under PD 1594, as amended. Appendix G

The Board passed:

RESOLUTION NO. 119, s. 1982

Approving the Contract Award to the Unimasters
Conglomeration, Inc., for the construction of the
Bicycle Lane-Service Road at the winning bid price of
P921,784.64, subject to PD 1594, as amended. Appendix G

Approved

9. Approval of Contract with Inocencio Monte de Ramus for
the Sculptural Works on the Two Concrete Pillars (3m x 20m) for
the College Entrance at the Mall. Pres. Bernardo recommended the
approval of the labor contract with Mr. Inocencio Monte de Ramus
for the sculptural works on the two (2) concrete pillars (3m x
20m) which shall be constructed at the College entrance at the
mall leading to the new college campus at a negotiated price of
P147,000.00. Appendix H

RESOLUTION NO. 120, s. 1982

Approving the recommendation to award the labor
contract to Mr. Inocencio Monte de Ramus for the sculp-
tural works on the two (2) concrete pillars (3m x 20m)
to be constructed at the College entrance at the mall,
at a negotiated price of P147,000.00, subject to COA
rules and regulations.

Approved

10. Architectural Design: Farm Products Outlet Building.
It was recommended that the design of the Farm Products Outlet
Building (mini-mart) and redesign of the social hall to serve
as an auditorium be done by Kangleon-Alfon-Trinidad and Asso-
ciates of Cebu City at 7% architectural fee provided that they
complete the plans by the end of November. Otherwise, the fee
shall be the usual 6%. The designs must be urgently completed
for public bidding before the end of December, 1982.

The Board passed:

RESOLUTION NO. 121, s. 1982

Approving the recommendation to employ the services of Alfon-Kangleon-Trinidad and Associates for the design of the ViSCA Farm Products Outlet building (mini-mart) and auditorium at 7% architectural fee, provided that the plans are completed in time for public bidding in December 1982, otherwise, the architectural fee shall be the usual 6%, subject to COA rules and regulations.

Approved

11. Design: Goat, Cattle and Ducks Sheds. Architect Cubio

was recommended to design the goat, cattle and ducks sheds at 6% of the construction cost for architectural fee.

The Board passed:

RESOLUTION NO. 122, s. 1982

Approving the recommendation to employ Arch. Cubio to design the goat, cattle and ducks sheds at 6% architectural fee, subject to COA rules and regulations.

Approved

B. Policy Matters

1. Proposed Amendment on the ViSCA Code. Section 3, Article

VII of the ViSCA Code was recommended for amendment, to wit:

Section 3 -- offenses punishable by a maximum of one-semester suspension. (Underscored words are additions, words within brackets for deletion.)

a. Attending classes, entering the library or offices

/Coming to school/ with the smell of liquor. Appen-

dix I

The Board passed:

RESOLUTION NO. 123, s. 1982

Approving the amendment to Section 3, Article VII of the ViSCA Code, to read:

Article VII -- Offenses and Their Penalties

Section 3 -- offenses punishable by a maximum of one-semester suspension.

a. Attending classes, entering the library or offices with smell of liquor.

x

x

x

To take effect on the Second Semester, SY 1982-1983.

Appendix I

Approved

C. Academic Matters

Proposal to Offer Non-thesis Option for BSA Major in Plant Protection

A four-year degree program leading to the Bachelor of Science in Agriculture, with major in Plant Protection, requiring more Plant Protection courses and a field practice instead of a thesis was proposed. This non-thesis undergraduate degree program prepares students for future employment as Plant Pest Control Officers or Plant Protection Instructors. Appendix J

The Board passed:

RESOLUTION NO. 124, s. 1982

Approving the four-year degree program that offers non-thesis option for BSA students who will major in Plant Protection, effective the second semester SY 1982. Appendix J

Approved

V. Other Matters

1. Proposed Free Comprehensive Fee for Indigent College Students

The Board deferred action on the proposed free comprehensive fee for indigent students.

2. Transportation for Recruited Faculty Members

The College President recommended that the transportation expenses incurred by two recruited faculty members be shouldered by the College.

Pres. Bernardo sought the approval of the shipment charges for the personal belongings and instructional materials of Dr. and Mrs. Raros who were recruited by the College.

The Board passed:

RESOLUTION NO. 125, s. 1982

Approving the payment for the transportation expenses of Dr. Raros and family, including dependents and the payment for the shipment of their personal belongings and other instructional materials, subject to COA rules and regulations.

Approved

3. House and Lot for a ViSCA Office in Cebu City

Pres. Bernardo presented a proposal to purchase a house and lot for a ViSCA office in Cebu City. He mentioned that ViSCA has been holding office in one of the rooms at the BPI building for the last several years and said that it is time the College acquired its own building and lot for its office operations and transactions. Cebu is the source of the bulk of the supplies and materials needed for ViSCA's development programs. He presented pictures of two houses, one of which is a picture of a three-storey

building located at the commercial center and the other a picture
of a bungalow at a nearby city district.

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After some discussions, the Board decided to defer action on
the proposal for further study.

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There being no other matter to discuss, Hon. Felipe adjourned
the meeting at 2:12 p.m.

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CERTIFIED TRUE AND CORRECT:


ANDRES F. DUATIN
Secretary

ATTESTED:

(SGD.) DR. ABRAHAM I. FELIPE
Presiding Officer

APPENDIX B

APPOINTMENTS OF COLLEGE PERSONNEL FOR CONFIRMATION

I. Recruitment

A. Dept. of Agronomy & Soil Science

- | | |
|----------------------------------|---------------------------|
| 1. Ms. Letecia Q. Sarong | Assistant Instructor |
| BS in Agriculture (Soil Science) | Salary: P11,904.00 p.a. |
| ViSCA 1981 | Effectivity: Nov. 1, 1982 |
| Age: 22 yrs. old | Status: Temporary |

B. Dept. of Plant Protection

- | | |
|--------------------------------|---------------------------|
| 2. Mr. Humberto R. Montes, Jr. | Assistant Instructor |
| BS Biology | Salary: P11,904.00 p.a. |
| Silliman University 1980 | Effectivity: July 1, 1982 |
| Age: 31 yrs. old | Status: Temporary |

C. Philippine Root Crops Research & Training Center

- | | |
|------------------------------|-------------------------------|
| 3. Mr. Algerico M. Mariscal | Science Research Specialist I |
| BS in Agriculture (Agronomy) | Salary: P12,516.00 p.a. |
| ViSCA 1978 | Effectivity: August 1, 1982 |
| Age: 31 yrs. old | Status: Temporary |

D. Center for Social Research in Small Farmer Development (CSR-SFD)

- | | |
|--------------------------------|-----------------------------|
| 4. Ms. Antonieta Ig. E. Zablan | Instructor |
| MA in Anthropology | Salary: P19,584.00 p.a. |
| University of San Carlos 1977 | Effectivity: August 2, 1982 |
| Age: 31 yrs. old | Status: Temporary |

E. Office of the Director of Extension (ODEX)

- | | |
|------------------------------------|-----------------------------|
| 5. Mr. Patricio C. Sedigo | Radio Program Production |
| Bachelor of Arts | Manager |
| St. Paul College of Dumaguete 1972 | Salary: P22,729.00 p.a. |
| Age: 31 yrs. old | Effectivity: August 1, 1982 |
| | Status: Temporary |

F. Office of Student Affairs

- | | |
|----------------------------|-----------------------------|
| 6. Ms. Charito G. Fabillar | Guidance Counselor |
| BS in Psychology | Salary: P8,832.00 p.a. |
| Silliman University 1982 | Effectivity: August 1, 1982 |
| Age: 21 yrs. old | Status: Temporary |

G. Physical Plant Office

- | | |
|-----------------------------------|-----------------------------|
| 7. Engr. Antonio A. Sanchez | Mechanical Engineer |
| BS in Mechanical Engineering | Salary: P16,044.00 p.a. |
| Cebu Institute of Technology 1974 | Effectivity: August 1, 1982 |
| Age: 30 yrs. old | Status: Temporary |

H. Library

8. Ms. Adelaida M. Abit	Junior Librarian
BSA + 18 units in Library Science	Salary: P6,552.00 p.a.
ViSCA ('66) (Summer '78)	Effectivity: August 2, 1982
Age: 41 yrs. old	Status: Permanent

II. For Permanent Status

- | | |
|---|-----------------------------|
| 1. Mr. Melgredo B. Castillon | Dormitory Manager |
| BS in Social Work | Office of Student Affairs |
| No. of years in present position - 6 yrs. | Effectivity: Nov. 1, 1982 |
| Performance Rating: Satisfactory | |
| 2. Mr. Alipio P. Cordero | Driver |
| Second Year High School | Supply & Property Mgt. Div. |
| No. of years in present position - 6 yrs. | Effectivity: Nov. 1, 1982 |
| Performance Rating: Satisfactory | |
| 3. Mr. Cesar M. Diaz | Driver |
| Second Year High School | Physical Plant Office |
| No. of years in present position - 7 yrs. | Effectivity: Nov. 1, 1982 |
| Performance Rating: Very Satisfactory | |
| 4. Mr. Esmeraldo S. Managbanag | Mechanic I |
| Second Year High School | Physical Plant Office |
| No. of years in present position - 4 yrs. | Effectivity: Nov. 1, 1982 |
| Performance Rating: Very Satisfactory | |
| 5. Mr. Franco F. Penetrado | Mechanic I |
| High School Graduate | Physical Plant Office |
| No. of years in present position - 8 yrs. | Effectivity: Nov. 1, 1982 |
| Performance Rating: Very Satisfactory | |
| 6. Mr. Regalado D. Poliquit | Plant Propagator |
| High School Graduate | Physical Plant Office |
| No. of years in present position - 7 yrs. | Effectivity: Nov. 1, 1982 |
| Performance Rating: Very Satisfactory | |
| 7. Mr. Prudencio M. Rabanos | Mason I |
| High School Graduate | Physical Plant Office |
| No. of years in present position - 6 yrs. | Effectivity: Nov. 1, 1982 |
| Performance Rating: Very Satisfactory | |

NOTE: Passed the administrative/Academic Personnel Board

Board Action: APPROVED

Date: Oct. 20, 1982

APPENDIX C

Proposed Appointment/Designation of Key Administrative Personnel:

1. Prof. Francisco G. Bascug, appointment as Vice President for Administration, effective November 1, 1982 until October 31, 1985, or until the return of Dr. S. S. Go, whichever is sooner, at ₱41,292.00 per annum based on NCC 16.
2. Dr. Emiliana N. Bernardo, designation as Director of Research and concurrently Officer-in-Charge of Extension, with monthly honorarium of ₱500.00, effective October 1, 1982.

Board Action: APPROVED

Date: October 20, 1982

PROPOSED REORGANIZATION AND REVISION OF DELEGATED AUTHORITIES

- A. Abolition of the Office of the Director of Business Affairs and transfer of offices previously under the ODBA to the Vice President for Administration. These are:

1. Internal Control Unit
2. Accounting Division
3. Cash Division
4. Supply and Property Division
5. Income-Generating Projects Office
6. ViSCA Cebu Office

- B. Redistribution of authorities previously exercised by the DBA as follows:

1. To be given to the Vice President for Administration:

- a. Countersigning bank deposits and withdrawals for the account of ViSCA with the concurrence of the Auditor.
- b. Approval of contribution of not more than P200.00 from the Charity Fund.

2. To be given to the Administrative Officer:

Approves and signs the following:

- a. Administrative Personnel Matters

- (1) Renewal of appointments of daily wage personnel not exceeding three (3) months.
- (2) Leave of absence of administrative personnel, except heads of divisions or offices, not exceeding 29 days.
- (3) Travel of administrative personnel, except heads of divisions or offices, not exceeding five (5) days.
- (4) Daily time record of administrative personnel, except heads of divisions and offices.

- b. Financial and Property Matters

- (1) Remittance of life and retirement premiums to the GSIS and Medicare.
- (2) Payrolls of daily wage personnel under centralized funds, including those under capital outlay.
- (3) Remittance of income taxes withheld.

3. To be given to the Director of Student Affairs:

- a. Approves withdrawal of student deposits

4. Transfer of authority of the Vice President to the Administrative Officer:

- 1. Application for GSIS membership and GSIS loans, medical insurance and state insurance.

5. Increase of authorities of the Director of Instruction as follows

- 1. Makes the proper recommendation on the following personnel matters:

- a. Appointment, transfer, permanency, reclassification and resignation of academic teaching personnel and personnel of the Registrar's Office and the Library.

- 2. Approves and signs the following:

- a. Vouchers, RIVs and SIVs not exceeding P1,000 in each case chargeable to funds allotted to his office or grants under his control
- b. Transfer from teacher's leave to cumulative leave status
- c. Leave of absence without pay or those with pay not exceeding two days for the academic teaching staff, including department heads and personnel of the Library and the Registrar's Office.
- d. Request for travel of academic teaching personnel and staff of the Registrar's Office and the Library, and travel requests for not more than two days for department heads
- e. Certificate of service rendered by department heads, high school principal, registrar, and personnel in the Registrar's Office, Library and in the Office of the Director of Instruction.

6. Approval of the functions and authorities of the Director of Research

- 1. Exercises general supervision of the following centers/offices:

- a. Philippine Root Crop Research and Training Center (PRCRTC)
- b. Regional Coconut Research Center (RCRC)
- c. Center for Social Research (CSR)
- d. Annals of Tropical Research (ATR)
- e. Office of the Farm Manager

- 2. Serves concurrently as

- a. Coordinator, Visayas Coordinated Agricultural Research Program (VICARP).
- b. Chairman, College Research Council.
- 3. Recommends to the President for approval the annual research program and budget formulated by the College Research Council.
- 4. Coordinates, monitors and evaluates all research projects of the departments and centers.
- 5. Coordinates the preparation and consolidation of department/center reports on research projects and submits annual research reports to the President.
- 6. Establishes linkages with external agencies, both public and private, to promote cooperative research efforts and raise research funds.
- 7. Makes recommendations on the following matters:
 - a. Appointment, transfer, permanency, reclassification and resignation of research personnel, including administrative/support staff of research projects and research centers under his/her supervision.
 - b. Appointment of graduate research assistants/fellows or student assistants to assist in research projects.
 - c. Payment of honoraria for research activities.
 - d. Requests of research staff for attendance to convention, conferences, seminars, workshops, and non-degree training courses.
 - e. Requests for purchase of equipment/supplies for research beyond P1,000.00.
 - f. Requests for research funding.
- 8. Approves and signs the following:
 - a. Vouchers, RIVs, and SIVs not exceeding P1,000 in each case chargeable to funds allotted to his/her office or research grants under his/her control.
 - b. Leave of absence without pay or those with pay not exceeding two days for research personnel.
 - c. Request for travel of research personnel who go on travel for only one day.
 - d. Certificate of service rendered by research staff and support personnel, and heads of research centers.

NOTE: Presented to, discussed and recommended by the President's Advisory Council (PAC) and the Executive Committee.

Board Action: APPROVED AS CORRECTED

Date: October 20, 1982

VISAYAS STATE COLLEGE OF AGRICULTURE
VisCA, Leyte 7127

Oct. 14, 1982

MEMORANDUM :

FOR : The College President

FROM : The Chairman, CBA

SUBJECT : Approval of contract award in favor of Achievers
Construction and Development Corporation in accordance
with the Public Bidding held last September 21, 1982

We would like to recommend the approval of contract award to Achievers Construction and Development Corporation for the construction of the Circumferential Road in the amount of NINE HUNDRED TEN THOUSAND PESOS (P910,000.00) at VisCA, Baybay, Leyte

All the four (4) prequalified bidders submitted their corresponding bids.

Listed hereunder are the bids submitted:

	<u>Circumferential Road</u>
1. Codilla's Enterprises	... P1,315,096.88
2. Unimasters Conglomeration, Inc.	... 1,040,163.85
3. Protacio Go Construction	... 1,451,305.20
4. Achievers Construction and Development Corporation	... 953,359.24

The Approved Agency Estimate is P802,996.00

In awarding of contract no award shall be made above fifteen percent (15%) higher or thirty percent (30%) lower than the approved agency estimate (AAE) per PD 1594 Implementing Guidelines as amended in June, 1982.

In this case all bids were declared non-responsive for being higher than 15% of the Approved Agency Estimate. Since the bid of Achievers Construction and Development Corporation is the lowest, a

conference was called between its representative and the CBA members to negotiate the project at the Approved Government Estimate. Fortunately, Engr. Benefrido V. Padilla representing Achievers Construction and Development Corporation signified his willingness to accept the project at NINE HUNDRED TEN THOUSAND PESOS (P910,000.00) which is within the range allowable by PD 1594 computed as follows:

APPROVED AGENCY ESTIMATE (AAE)	=	P802,996.00	
+ 15% of AAE	=	120,449.40	
		P923,445.40	} allowable range
- 30% of AAE	=	210,898.80	
		P562,097.20	

In view of the foregoing premises, it is anticipated that this recommendation merits your favorable endorsement and approval by the honorable members of the Board of Trustees.

Very truly yours,

(SGD.) FRANCISCO G. BASCUG
CBA Chairman

Board Action: APPROVED

Date: October 20, 1982

VISAYAS STATE COLLEGE OF AGRICULTURE
ViSCA, Leyte 7127-A

Oct. 14, 1982

MEMORANDUM :

FOR : The College President

FROM : The Chairman, CBA

SUBJECT : Approval of contract award in favor of Achievers
Construction and Development Corporation in accordance
with the Public Bidding held last September 21, 1982

We would like to recommend the approval of contract award to Achievers Construction and Development Corporation for the construction of the Curb and Gutter in the amount of FIVE HUNDRED FIFTY-FIVE THOUSAND NINE HUNDRED TWENTY PESOS AND THIRTY-TWO CENTAVOS (P555,920.32) at ViSCA, Baybay, Leyte

All the four (4) prequalified bidders who secured bidding documents submitted their corresponding bids.

Listed hereunder are the bids submitted:

	<u>Curb and Gutter</u>
1. Codilla's Enterprises ...	P1,158,364.60
2. Unimasters Conglomeration, Inc. ...	772,161.20
3. Protacio Go Construction ...	856,210.14
4. Achievers Construction and Development Corporation ...	555,920.32

In awarding of contract, no award shall be made above fifteen percent (15%) higher or thirty percent (30%) lower than the Approved Agency Estimate (AAE) per PD 1594 Implementing Guidelines as amended in June, 1982. It is apparent from the above-cited list that the bid of Achievers Construction and Development Corporation at P555,920.32 is the lowest and most responsive bid as shown in the following computation:

APPROVED AGENCY ESTIMATE (AAE)	=	P782,915.00	
+ 15% of AAE	=	117,437.25	
	=	P900,352.25)	
- 30% of AAE	=	234,874.50	} allowable range
	=	P548,040.50)	

In view of the foregoing premises, it is anticipated that this recommendation merits your endorsement and approval by the Board of Trustees.

Very truly yours,

(SGD.) FRANCISCO G. BASCUG
CBA Chairman

Board Action: APPROVED

Date: October 20, 1982

VISAYAS STATE COLLEGE OF AGRICULTURE
VisCA, Leyte 7127-A

Oct. 14, 1982

MEMORANDUM :

FOR : The College President

FROM : The Chairman, CBA

SUBJECT : Approval of contract award in favor of Unimasters
Conglomeration, Inc. in accordance with the Public
Bidding held last September 21, 1982

We would like to recommend the approval of contract award to Unimasters Conglomeration, Inc., for the construction of the Bicycle Lane-Service Road in the amount of NINE HUNDRED TWENTY ONE THOUSAND SEVEN HUNDRED EIGHTY-FOUR PESOS AND SIXTY-FOUR CENTAVOS (P921,784.64) at VisCA, Baybay, Leyte.

All the four (4) prequalified bidders who secured bidding documents submitted their corresponding bids.

Listed hereunder are the bids submitted:

	<u>Bicycle Lane Service Road</u>
1. Codilla's Enterprises	... P1,408,714.00
2. Unimasters Conglomeration Inc.	... 921,784.60
3. Protacio Go Construction	... 1,263,774.04
4. Achievers Construction and Development Corporation	... 642,565.35

The Approved Agency Estimate is P1,068,679.00

Under the amended PD 1594 Implementing Guidelines, no award shall be made above 15% higher or 30% lower than the Approved Agency Estimate (AAE). In this case, the bids of Codilla's Enterprises & Protacio Go Construction were considered non-responsive for being 15% higher than the AAE while the bid of Achievers Construction was likewise declared non-responsive for being 30% lower than the Approved Agency Estimate.

Apparently, the bid of Unimasters Conglomeration, Inc., at P921,784.64 was the only responsive bid of them all as shown in the following computation:

Approved Agency Estimate (AAE)	=	P1,068,679.00	
+ 15% of AAE	=	160,301.85	
	=	P1,228,980.00	} allowable range
- 30% of AAE	=	320,603.70	
	=	748,075.30	

In view of the foregoing premises, it is anticipated that this recommendation merits your favorable endorsement and approval by the honorable members of the Board of Trustees.

Very truly yours,

(SGD.) FRANCISCO G. BASCUG
CBA Chairman

Board Action: APPROVED

Date: October 20, 1982

GENERAL SCOPE OF WORK FOR TWO CONCRETE PILLARS (3m x 20m)
FOR THE COLLEGE ENTRANCE AT THE MALL

The sculptural work shall consist of making about twenty-one (21) sections per pillar or a total of forty-two (42) sections in all. Each section shall be about 3m x 3.15m (see attached drawings).

The work shall involve:

1. Redrawing the sketch to improve the details and submitting the drawings for approval.
2. Forming the 42 sections of the Model with clay and presenting the Model for approval.
3. Moulding Model on clay with Plaster of Paris and cement.
4. Detaching Mold from Modeling clay.
5. Assembling Moulds.
6. Pouring Concrete into Moulds
7. Removing Moulds
8. Retouching figures.
9. Mounting and installation of finished figures.
10. Finishes in plain white cement.

TOTAL/CONTRACT PRICE P147,000.00

B I O D A T A

NAME: Inocencio Monte de Ramus

ADDRESS: Maasin, Southern Leyte

EDUCATIONAL QUALIFICATION:

High School - Cebu City High

College - Finished 2 year course in sculpture - with Certificate
of Associate in Fine Arts (Sculpture) U.P., 1935-1937

YEARS OF EXPERIENCE IN SCULPTURAL WORKS: 44 years

PROJECTS COMPLETED:

1. Public Monuments:

- a. Monuments of Rizal in the following towns:
Malitbog, Liloan, Sogod, Bontoc in Southern Leyte
- b. Bato, Leyte
- c. Placer, Surigao del Norte

2. Religious Characters - Life Size

- a. Christ the King - Andres Ora's Residence,
Malitbog, Southern Leyte
- b. Grotto of Lourdes -do-
- c. Christ on Golgotha -do-
- d. Monument of Moses -do-
- e. Grotto of Lourdes - Mrs. S. Un., Baybay, Leyte
Mrs. J. Rabaya " "
- f. Saint Joseph - Maasin, Southern Leyte
- g. Saint Francis - FCIC, Baybay, Leyte

3. Many other religious statues finished in the different towns
of Bohol, Cebu, Leyte.

Board Action: APPROVED

Date: October 20, 1982

Proposed Amendment of the VISCA Code, particularly on the following:

Part II - Disciplinary Action

Article VII - Offenses and Their Penalties

x x x

Section 3 - Offenses punishable by a maximum of one-semester suspension. (Underscored words are additions, words within brackets for deletion.)

a. Attending classes, entering the library or offices

[Coming to school] with the smell of liquor.

x x x

Board Action: APPROVED

Date: October 20, 1982

VISAYAS STATE COLLEGE OF AGRICULTURE
Baybay, Leyte
DEPARTMENT OF PLANT PROTECTION

PROPOSAL TO OFFER A NON-THESIS OPTION
FOR BSA MAJOR IN PLANT PROTECTION

RATIONALE

The Department of Plant Protection aims to provide its students the kind of training best suited for the employment opportunities in their field. At present, BSA graduates major in Plant Protection, are getting employed as researchers and teachers in various government and private agencies. Even if the demand for them cannot even be filled up, there is a pressing necessity to train a special breed of plant protection graduates that certain institutions and agencies require in their employ. The present training of our major students cannot adequately take care of these needs. For instance, the Ministry of Agriculture would like graduates who are well versed in various aspects about insects, plant diseases, weeds and rats to act as pest control officers in its numerous field activities. Such personnel need not conduct the actual research themselves but they should be knowledgeable about the mechanics of conducting research and implementation of various strategies of pest management. Multinational and national companies engaged in the promotion and sale of pesticides also need such graduates; since they are not yet available, said employers have no choice

but to train first the research-oriented applicants in the practical aspects of pest control before they are fully hired. Some agricultural schools, on the other hand, do very minimal research and thus would prefer someone who had taken more courses in plant protection and allied fields to be able to teach more formal crop protection courses. They would also favor one who will be familiar with practical application of control measures.

It can be gleaned from the aforementioned reasons that our graduates are not adequately prepared for the other jobs mentioned. As such, they have to do a lot of self-study in order to be qualified for the position. There appears to be a need then to prepare students in that particular area. It should be pointed out also that some students would actually prefer a job which does not involve a great deal of research, and if given the choice will opt for a training under a non-thesis scheme. In this regard, it should be mentioned that lack of research interest on the part of the student is one of the reasons why thesis research sometimes takes a longer time to finish.

The Department of Plant Protection would like to propose, therefore, the offering of a non-thesis option for majors in Plant Protection in addition to the existing thesis option. The courses proposed to be taken by the students in the new option are listed in Appendix A. In lieu of thesis, students in that scheme will take additional courses in Plant Protection

and undertake a field practice. They can also select other courses in their major field and in other departments for the Elective Courses. It is noteworthy to mention that the Regional Crop Protection Center and Warner Barnes, among others, have agreed to accept students who will undergo field practice in pest control. The Plant Pest Clinic of the Department can also provide students the needed training in pest diagnosis.

It is envisioned that apprenticeship will provide the students with good practical training in pest control. If trained in the Plant Pest Clinic, for example, the students will diagnose pest problems of farmers and researchers and provide solutions to those problems, under the direct supervision of the subject matter specialist. During epidemics, they will assist the department staff in the implementation of appropriate control measures to contain the pest. Furthermore, the students will also be involved in the pest control operations of on-going research projects of the Department of Plant Protection.

It should be emphasized that with the proposed non-thesis option, it is not necessary to hire additional personnel to implement it.

APPENDIX A

COMPARISON OF MAJOR COURSE REQUIREMENTS FOR THESIS AND NON-THESIS OPTIONS

THESIS OPTION

NON-THESIS OPTION

THIRD YEAR

First Semester

Chem. 121	- Org. Chem.	3
Soil. 22	- Soil Fertility	3
Eng'g 30	- Irrigation, Drainage & Meteorology	3
Entom. 111	- Gen. Entom.	3
Plt. Path. 111	- Gen. Plt. Path.	3
111	- Intro. Weed Sci.	3
22	- Pest Control	3
		<hr/>
		21

Chem. 21	- Gen. Biochem.	3
Soil Sci. 22		3
Ag. Eng'g. 30		3
Entom. 111		3
Plt. Path. 111		3
WS 111		3
PP 22		3
		<hr/>
		21

Second Semester

Chem. 21	- Gen. Biochem.	3
Eng'g 22	- Farm Machinery & Equipment	3
Meon. 21	- Farm Management	3
Spanish 13	- Reading & Lit. I	3
Plt. Path. 132 or Entom. 122		3
198	- Research Planning & Manuscript Preparation	3
200	- Undergraduate Thesis	1
		<hr/>
		19

Ag. Eng'g 22		3
Ag. Econ. 21		3
Spanish 13		3
Plt. Path. 132	- Phytopath. Tech- niques	3
Entom. 122	- Entom. Techniques	3
Hum. 11	- Intro. to Humanities	3
PP 198		3
		<hr/>
		21

PP 113	- Ecology of Pests	3
Elective		3
Elective		3
		<hr/>
		9

FOURTH YEAR

First Semester

Spanish 14	- Reading & Lit. II	3	Spanish 14	3
Ag. Eng'g 20	- Basic Farm Shop Practices	2	Ag. Eng'g 20	2
PP 112	- Biol. & Control of Pests	3	PP 112	3
PP 115	- Intro. to Pesticides	3	PP 115	3
Botan. 141 or Plt. Path. 152		3	Ag. Ext. 134 - Ag. Extension Methods	3
PP 200		1	Elective	3
			Elective	3
		<hr/>		<hr/>
		15		20

Second Semester

Humanities 11		3	PP 200b - Field Practice	6
PP 113		3	PP 199 - Seminar	1
Botan. 144/Plt. Path. 151		3		
Botan. 142/Plt. Path. 154		3		
PP 199		1		
PP 200		4		
		<hr/>		<hr/>
		17		7

Total Units	159	165
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Electives (12 units; at least 3 units in Entomology and
3 units in Plant Pathology)

Major Courses:

Units

Entom. 141	- Industrial Entomology	3
Entom. 142	- Insect Physiology	3
Entom. 144	- Systematics	3
Plant Path. 151	- Introductory Mycology	3
Plant Path. 152	- Introductory Nematology	3
Plant Path. 154	- Introductory Plant Virology	3
Plant Prot. 114	- Biological Pest Control	3

Plant Sciences

Ag. Botany 117	- Field Plot Techniques and Exptl. Design	3
Agron. 141	- Cropping System	3
Agron. 144	- Cereal Production	3
Hort. 141	- Tropical Olericulture	3

Social Sciences

Agrib. 21	- Introduction to Agribusiness	3
Agrib. 111	- Business Finance	3
Agrib. 149	- Human Behavior in Organization	3
Ag. Econ. 141	- Farm Management Practice	3
Ag. Econ. 142	- Business Adm. & Management	3
Dev. Com. 132	- Audio Visual Aids	3
Dev. Com. 134	- Communication Campaigns & Programs	3