

VISAYAS STATE COLLEGE OF AGRICULTURE
Baybay, Leyte



APPROVED

MINUTES OF THE 58TH REGULAR MEETING OF THE VISCA
BOARD OF TRUSTEES HELD ON MARCH 16, 1984
AT THE PASUC CONFERENCE ROOM
MECS, METRO MANILA

DECISIONS/AGREEMENTS MADE BY THE BOARD OF TRUSTEES ON ITS
58TH MEETING HELD ON MARCH 16, 1984

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 MINUTES OF THE 58TH REGULAR MEETING OF THE VISCA
 BOARD OF TRUSTEES HELD ON MARCH 16, 1984
 AT THE PASUC CONFERENCE ROOM
 MECS, METRO MANILA

	1
	2
	3
	4
Present:	5
Hon. Abraham I. Felipe	6
Deputy Minister	7
Ministry of Education, Culture and Sports	8
Hon. F. A. Bernardo	9
President	10
Visayas State College of Agriculture	11
Hon. Jose M. Lawas	12
Assistant Director General	13
RDS, NEDA	14
Others Present:	15
Mr. John S. Imlan	16
Administrative Officer	17
PASUC	18
Prof. Andres F. Duatin	19
College Secretary	20
Visayas State College of Agriculture	21
Call to Order	22
Hon. Abraham I. Felipe, the presiding officer, called the	23
meeting to order at 12:50 p.m.	24
I. Preliminary Matters	25
A. Approval of Agenda:	26
The Board approved the agenda as presented.	27
B. Report of the College President	28
Pres. Bernardo reported six of the more significant	29
events/accomplishments and projected activities of the	30
College, as follows:	31

1. PRCRTC's 7th Anniversary 1
The Philippine Root Crop Research and Training 2
Center (PRCRTC) shall celebrate its 7th anniversary on 3
Monday, March 19, 1984. Dr. M. S. Swaminathan, Director 4
General of IRRI, accepted the invitation to be the guest 5
speaker. 6
2. ViSCA Pilot Feed Mill 7
The ViSCA pilot feed mill, using root crops as sub- 8
stitute for corn, is now operational. Results of initial 9
studies revealed that the net income from cassava- or 10
sweet potato-based animal feeds is at least P150 more 11
per animal compared to those fed with commercial feeds. 12
3. OBM Ranked ViSCA at Level 1 13
In the recent ranking of the SCUs by OBM computers, 14
out of the 22 institutions that submitted their rating 15
sheets, ViSCA was ranked at Level 1. ViSCA was at Level 16
7 some few years ago. 17
4. ViSCA Commencement Exercises 18
ViSCA shall hold the 31st collegiate commencement 19
exercises on March 29, with MECS Minister Jaime C. Laya 20
as the guest speaker. Pres. Bernardo invited the members 21
of the ViSCA Board to attend. 22
5. Sabbatical Leaves for Pres. and Dr. Bernardo 23
ViSCA President, Dr. F. A. Bernardo and wife, 24
Dr. E. N. Bernardo, presently director of Research and 25

Extension, will be on sabbatical leave starting April 1 1
until June 1984, purposely to write a book on the insti- 2
tutional development of ViSCA, as requested by the World 3
Bank. 4

6. PCARRD-Funded Construction of Research Lab and Staff 5
Houses 6

ViSCA shall administer the construction of PCARRD 7
research laboratory and three (3) units of staff houses. 8
The approval of the negotiated contract with the Unimasters 9
Conglomeration, Inc., at the winning bid price of Pl.4 M, 10
was requested by Pres. Bernardo. 11

The Board noted the report of the College President 12
on the request for the approval of the negotiated contract 13
for the construction of the PCARRD research lab and staff 14
houses. There being no objection, the Board passed: 15

RESOLUTION NO. PR-6, s. 1984 16

Approving the negotiated contract with Unimasters 17
Conglomeration, Inc., for the construction of the PCARRD 18
Research Laboratory and three (3) staff houses at the 19
winning bid price of Pl.4 M, subject to availability of 20
funds and COA rules. 21

Approved 22

II. Ratification/Approval of the Minutes of the Previous Meeting: 23

The minutes of the previous meeting were approved without 24
correction. 25

III. Matters Arising from the Approved Minutes: 1

1. Planning Structure and Functions of the Planning Unit 2

Hon. Lawas, Assistant Director of NEDA, suggested that 3
the existing positions of Science Research Specialists in 4
the ViSCA Planning Unit be retained, instead of converting 5
these positions into Planning Specialists. The former 6
positions carry higher pay and, therefore, more advantageous 7
to the incumbent. The suggestion was well taken. 8

IV. For Approval/Ratification/Confirmation: 9

A. Administrative Matters 10

1. Proposed salary increase and incentive allowance for 11
specific groups of ViSCA personnel 12

The proposal was a recommendation for salary increase 13
for three specific groups of personnel, to wit: 14

a. Three-step Across-the-Board Salary Increase for 15
Regular Research Personnel 16

It was recommended that a 3-step across-the- 17
board salary increase be given to regular research 18
personnel effective January 1, 1984, chargeable to 19
the 1984 personal services savings. Appendix A 20

There being no objection, the Board passed: 21

RESOLUTION NO. 6-A, s. 1984

Approving the recommendation that a three-step across-the-board salary increase be given to the regular research personnel, chargeable to the 1984 personal services savings, effective January 1, 1984, subject to existing rules on salary increases, availability of funds and auditing regulations. Appendix A

Approved

b. An Incentive Allowance Equivalent to Two-Steps or About Ten Percent Increase for Administrative Personnel

The proposal recommended that an incentive allowance equivalent to two-step salary increase to their basic salary be given to the administrative personnel and certain academic personnel who will not benefit from NCC 26, effective April 1, 1984. Appendix A

There being no objection, the Board passed:

RESOLUTION NO. 6-B, s. 1984

Approving the recommendation that an incentive allowance equivalent to a two-step salary increase in the OCPC scale be given to the administrative personnel and academic personnel who will not benefit from the NCC 26, effective April 1, 1984, subject to availability of funds and auditing regulations. Appendix A

Approved

c. One-Step Salary Across-the-Board Increase for Project-Based Research Personnel

The proposal recommended one-step across-the-board ^{to} salary increase/be given to the project-based research personnel who have served ViSCA for at least six months,

as of December 31, 1983, chargeable to any savings from
research funds, effective January 1, 1984. Appendix A

There being no objection, the Board passed:

RESOLUTION NO. 6-C, s. 1984

Approving the recommendation that a one-step
across-the-board salary increase be given to all
project-based research personnel, chargeable to savings
from the project funds, effective January 1, 1984,
subject to availability of funds and accounting and
auditing regulations. Appendix A

Approved

2. Change order for the Farming Systems Dormitory

The proposed change order for the Farming Systems
Dormitory consisted of (a) additional filling due to the
movement of the building by 4.00 meters and (b) adjust-
ment of covered walk connecting the Farming System
Dormitory and the RTC-RD dormitory with total amount of
P69,446.88. Appendix B

The Board passed:

RESOLUTION NO. 7, s. 1984

Approving the proposal recommending change order
by Master Builders, Inc. in the construction of the
Farming Systems Dormitory in the total amount of
P69,446.88 for both Change Order 1 and Change Order 2
and the recommended 45 days of extension, effective
February 4, 1984, subject to COA rules. Appendix B

Approved

3. Appointment of personnel

The appointment of personnel consisted of: I. For
Permanent Appointment; II. and For Upgrading of Academic
Staff. Appendix C

I. For Permanent Status

The Board passed:

RESOLUTION NO. 8-A-1, s. 1984

Confirming the permanent appointment of the following academic personnel:

1. Dr. Fe S. Saladaga, appointment as Permanent Asst. Professor, effective March 16, 1984;
2. Prof. Richard T. Agbisit, appointment as Permanent Asst. Professor, effective March 16, 1984;
3. Prof. Sergio E. Abit, appointment as Permanent Asst. Professor, effective March 16, 1984.

Appointments passed and recommended by the Academic Personnel Board. Appendix C

Approved

The Board passed:

RESOLUTION NO. 8-A-2, s. 1984

Confirming the permanent appointment of the following administrative personnel:

1. Mr. Manuel F. Valenzona, appointment as Permanent Utilityman, effective March 16, 1984;
2. Mr. Edito G. Piamonte, appointment as Permanent Messenger, effective March 16, 1984;
3. Ms. Eulalia T. Salundaguit, appointment as Permanent Nursing Attendant, effective March 16, 1984.

Appointment passed by the Selection/Promotion Board for Non-Academic positions. Appendix C

Approved

II. For Upgrading of Academic Staff

The appointment upgraded the academic rank of Engr. Rico O. Cruz for finishing a Master's Degree in Engineering. He was promoted from Science Research Specialist I to Science Research Specialist III, effective upon date of completion or actual report to duty.

The Board passed:

RESOLUTION NO. 8-B, s. 1984

Confirming the promotion in academic rank of Engr. Rico O. Cruz, for finishing the Master's Degree in Engineering, from Science Research Specialist I to Science Research Specialist III, effective upon date of completion or actual report to duty, whichever is later, but not earlier than January 1, 1984. Appendix C

Approved

4. Memorandum of agreement between ViSCA and VIFARD

The memorandum of agreement establishes the formal relationship between ViSCA and VIFARD in the pursuit of undertakings designed to achieve their common goals. The agreement shall not require the execution of any other formal documents for the implementation of the contracted undertakings. Appendix D-MA

After some clarification as to the intents and purposes of the agreement and mechanics of the operations, the Board passed:

RESOLUTION NO. 9-MA, s. 1984

Approving the recommendation that ViSCA shall legally establish, through a memorandum of agreement (Appendix D-MA), formal relationship with VIFARD in the pursuit of undertakings designed to achieve its goals and projects common with the latter's, requiring no other formal documents for their implementation, with Board's suggestion that information relative to limits of the agreement between the contracting parties be secured from the Government Corporate Council. Appendix D-MA

Approved

5. Proposed Three-Step Merit Increase for Dr. S. S. Go

In recognition of Dr. Samuel S. Go's dedicated efforts and valuable contributions to the development of ViSCA, it was recommended that he be given a three-step merit increase over his basic salary as College Vice President for Administration, effective January 1, 1984. Appendix D

There being no objection, the Board passed:

RESOLUTION NO. 10, s. 1984

Approving the recommendation that Dr. Samuel S. Go be given a three-step merit increase over his basic salary as College Vice-President for Administration for his dedicated efforts and valuable contribution to ViSCA's infrastructure development, effective January 1, 1984. Appendix D

Approved

6. Change of Diploma Fee of P50 to Graduation Fee of P80.00

It was recommended that the existing diploma fee be modified/changed into graduation fee of P80 to defray the cost of diploma and special cover and other related expenses for graduation purposes.

The Board was divided in opinion as to the necessity of increasing the diploma fee and so it was decided that the proposal be deferred.

7. Policy and Guidelines for Determining Honorarium for the Conduct of ViSCA/PRCRTC-Funded Research

A general policy and specific guidelines on payment of honorarium for undertaking ViSCA/PRCRTC-funded research, based on workload of either teaching or research staff, were recommended. Appendix E

The Board passed:

RESOLUTION NO. 11, s. 1984

Approving in toto the Policy and Guidelines for determining honorarium for the conduct of ViSCA-PRCRTC-funded research. Appendix E

Approved

B. Academic Matters

1. Academic Calendar, SY 1984-1985

The academic calendar for the first and second semesters and summer, SY 1984-1985, was presented. Appendix F.

The Board passed:

RESOLUTION NO. 12, s. 1984

Approving the proposed academic calendar for the school year 1984-1985, without prejudice to alteration by the Academic Council should deem it necessary to suit school programs/activities. Appendix F

Approved

2. Candidates for Graduation As of the Second Semester, SY 1983-1984

The candidates for graduation as of the second semester, school year 1983-1984, consisted of some 232 students in the two (2) masteral degrees, eight (8) undergraduate degree programs and one (1) certificate level course. Appendix G

The Board passed:

RESOLUTION NO. 13, s. 1984

Approving the graduation of the candidates for graduation school year 1983-1984, including 1983 summer, under the graduate and undergraduate programs subject to compliance of all requirements for graduation. Appendix G

Approved

3. Separation of Dev. Com. from ADE

The proposal recommended that the Development Communication Section of the Department of Agricultural Development Education (ADE) be separated and elevated into a full-fledged department. Appendix H

There being no objection, the Board passed:

RESOLUTION NO. 14, s. 1984

Approving the separation of the Development Communication Section from the Department of Agricultural Development Education and elevating it to the Department of Development Communication, thus making it a separate department. Appendix H

Approved

4. Renaming of ADE as Department of Agricultural Education and Extension

With the separation of the Development Communication Section, the department has been reduced to only two sections, namely: Ag. Education and Ag. Extension. In view of this change, it was recommended that it be renamed Department of Ag. Education and Extension. Appendix I

There being no objection, the Board passed:

RESOLUTION NO. 15, s. 1984

Approving the recommendation that the Department of Agricultural Development Education, because of the separation of the Development Communication, be named Department of Agricultural Education and Extension. Appendix I

Approved

V. Other Matters

1. Designation of Department Heads

a. Dr. Jose S. Tan was designated Head of the new department

- of Development Communication with monthly honorarium of 1
P400, effective February 24, 1984; and 2
- b. Dr. Jose R. Juogo was designated Head of the Department 3
of Agricultural Education and Extension, with monthly 4
honorarium of P400, effective February 24, 1984. Appendix C 5

The Board passed: 6

RESOLUTION NO. 16, s. 1984 7

Confirming the designation of the following academic 8
staff members: 9

1. Dr. Jose S. Tan, as Head of the Department of Deve- 10
lopment Communication, with monthly honorarium of 11
P400.00, effective February 24, 1984, subject to 12
availability of funds and COA regulations; and 13
2. Dr. Jose R. Juogo, as Head of the Department of 14
Agricultural Education and Extension, with monthly 15
honorarium of P400, effective February 24, 1984, 16
subject to availability of funds and COA regulations. 17
Appendix C 18

Approved 19

2. Commutable Representation and Transportation Expenses 20

The key executives of ViSCA were recommended to 21
receive commutable representation and transportation 22
expenses. The Vice President and the Assistant to the 23
President (stationed in Manila) shall be given represen- 24
tation and transportation expenses; the directors shall 25
receive representation expenses and gasoline allowances; 26
and the administrative officer shall be given represen- 27
tation expenses only. Appendix J 28

The Board passed: 29

RESOLUTION NO. 17, s. 1984

Approving the proposal to pay commutable representation and transportation allowances to the key executives of ViSCA (Appendix J), to include the College President who shall be given P750 monthly representation allowance, subject to availability of funds and COA regulations, effective upon approval.

Approved

3. Increase of Honorarium of the Board of Trustees

Cognizant of the contributions of the Board of Trustees in the development of ViSCA, the College President recommended the increase of their representation allowances. While members of the governing board of CLSU, also a RAC member, had been receiving P500 monthly, the ViSCA Board members had been receiving very much less and per meeting only; hence, the recommendation.

After some deliberations, with the presiding officer interposing no objection, the Board passed:

RESOLUTION NO. 18, s. 1984

Approving the recommendation that ViSCA shall give its Board of Trustees (Chairman/Presiding Officer and Board member) the same amount that CLSU, a RAC member like ViSCA, is giving its Board of Regents, effective April 1984. A certification from CLSU regarding the amount and kind of remuneration that the Regents are presently receiving is necessary for the first payment of this new rate for the ViSCA Trustees.

Approved

There being no other matter to discuss, Hon. Felipe, the presiding officer, adjourned the meeting at 2:02 pm

CERTIFIED TRUE AND CORRECT:

Andres F. Duatin
ANDRES F. DUATIN
Secretary

ATTESTED:

HON. ABRAHAM I. FELIPE
Presiding Officer

PROPOSED SALARY INCREASE AND INCENTIVE ALLOWANCE
TO SPECIFIC GROUPS OF VISCA PERSONNEL

Rationale:

The present economic crisis has hit hard most employees especially those from the low-salaried ranks. The across-the-board salary increase for all government personnel announced by Pres. Marcos is still uncertain as to effectivity. Only the academic teaching personnel are assured of a one to two salary-step increase this year in addition to the one to three salary step adjustment in January last year under NCC 26 and E.O. 594. In order that financial help could be evenly distributed as much as possible, authority is being sought to implement the following proposals:

A. Three-Salary-Step Across the Board Increase for Regular Research Personnel*

A letter of the Ministry of the Budget last year to all SUC Presidents authorized the upgrading of salaries of the faculty members of state colleges and universities effective January 1, 1983 to the third step of the authorized salary grade pursuant to Executive Order No. 594. Recently, National Compensation Circular No. 26, authorizes an additional 2-step across-the-board salary increase for the faculty in addition to the salary increase authorized last year. Inasmuch as the OBM Circular specifies the teaching staff, the regular research personnel cannot be granted across-the-board salary increases under the same circular.

Until December 31, 1982, the regular research personnel were receiving the same salary as the faculty member with the same qualifications. This was so, because the position title and rank for research personnel is determined following the same guidelines used for the teaching personnel. In effect, staff receives the same salary although with a different position title.

While the teaching staff members have received salary increases last year, the research personnel have not. Considering that both types of personnel are serving the College and their position and rank are determined with the same qualification standard, it is only fair that any benefits the government could extend should be availed of by both. It is therefore, recommended that a 3-step across-the-board salary increase be given to regular research personnel effective January 1, 1984 chargeable to 1984 personnel services savings. The effectivity of this proposed increase for research personnel will make-up for the discrepancy in their salary rate compared with the academic teaching staff.

*Refers to the research personnel with plantilla position.

B. Two Salary-Step or equivalent to Ten Percent Incentive Allowance

The administrative personnel, 77% of whom are receiving salaries below P1,000 a month and certain academic personnel will not benefit from the salary increases authorized by National Compensation Circular No. 26. It is therefore, recommended that an incentive allowance equivalent to ten percent of their basic salary or two salary-steps in the OCPC salary scale, be given to the administrative personnel and academic personnel who will not benefit from NCC 26 effective April 1, 1984.

Due to the limited expected savings from personal services for this year, the casual and contractual personnel are not included in the proposed incentive allowance. The amount that could be used for their incentive allowance will be set aside instead to ensure their continued employment until the end of this year and perhaps up to the first two months of next year. The appropriation for casual labor is already deficient for this year due to budgetary cuts and the additional P100 monthly cost of living allowance.

Hereunder is the computation for expected savings and funding requirements in support of the above proposals:

Appropriation for Personal Services	- P8,726,000.00
Less: Reserve	7,000.00
Actual Allotment	8,719,000.00
Less: Actual salaries of existing positions	-P7,633,000.00
Deficiencies in other items of expenditures under personal services excluding casual labor	- 333,000.00 - 7,964,000.00
Expected savings	- 755,000.00

Funding Requirements for 1984

1. 10% incentive allowance for administrative personnel and academic personnel who are not covered by NCC 26 effective April 1, 1984	- 164,700.00
2. Implementation of NCC 26 for academic teaching personnel effective July 1, 1984	- 236,000.00
3. Salary adjustment for all regular research personnel effective January 1, 1984	- <u>67,000.00</u>
Total	- P467,700.00

C. One Salary-Step Across-the-Board Increase for Project Based Research Personnel

Due to the nature of their contractual employment, the project-based research personnel are not entitled to additional fringe benefits accorded to regular employees such as leave privileges and GSIS memberships. Moreover, in view of the fixed budgetary allocation of a specific project, salary increases could not be effected at will by each project or study leader. To alleviate their present financial difficulty, a one-step across the board salary increase effective January 1, 1984 is hereby recommended for all project-based research personnel who have served ViSCA for at least six months as of December 31, 1984, chargeable to any savings from the research funds and following the usual accounting and auditing regulations.

BOARD ACTION: APPROVED
March 16, 1984

25 February 1984

Mr. Gomez Tan Yanding
Exec. Vice President/Comptroller
Master Builders, Inc.
4645 Valenzuela St.
Sta. Mesa, Manila

Dear Mr. Tan Yanding:

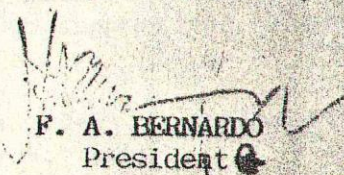
I referred your letter of request for change order for the Farming Systems Training Dorm to Architect Alfredo A. Lapuebla. Attached is a photo copy of his recommendation.

I trust that this recommended total amount of ₱69,446.88 for both Change Order 1 and Change Order 2 are acceptable to you.,

I shall submit this to the Board of Trustees for approval.

Mr. Lapuebla also recommended 45 calendar days of extension effective February 4, 1984 which shall also be granted upon Board approval.

Very truly yours,


F. A. BERNARDO
President

Attachment

cc: Dr. Samuel S. Go

31 January 1984

Dr. F. A. Bernardo
P r e s i d e n t
ViSCA Campus
Baybay, Leyte

S i r :

In connection with the request for CHANGE ORDER submitted by the MASTER BUILDERS, INC., the contractor of the Farm Systems Dormitory Building, I am submitting herewith my justifications and recommendations:

1. CHANGE ORDER #1 - Additional filling due to the movement of the building by 4.00 meters.

This change order was requested by the OWNER during the staking of the building. It was decided to move the building backward by 4.00 meters to limit the building encroachment in the beach area. As a result of this movement, the building line fell on a lower slope necessitating additional filling for the project. Aside from additional filling, this also involved increase in length of columns, rebars and walls;

2. CHANGE ORDER #2 - Adjustment of covered walk connecting the Farm Systems Dormitory and the RTC Dormitory.

This change order is also due to the movement of the building.

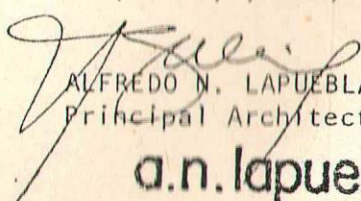
Aside from the additional 13 meter covered walk, change order #2 involved additional 4 columns to support the beams leading to RTC-RD building.

Further, due to these change orders, I recommend 45 calendar days extension effective February 4, 1984.

Enclosed is my cost estimates of the aforementioned change orders.

Thank you.

Very truly yours,


ALFREDO N. LAPUEBLA
Principal Architect

Encl. a/s

a.n.lapuebla architects

SUITE: 207 CALY BUILDING 986 AURORA
BLVD. CUBAO, QUEZON CITY M.M.
TELEPHONE: 921-25-27



Master Builders, Inc.
CONSTRUCTION - ENGINEERING

4645 VALENZUELA ST.
MESA, MANILA, PHILIPPINES
ABLE ADDRESS: MASBUILD
TELEX NO. 742 0003 GMCR

TELEPHONE
61-27-16
61-27-17
61-27-18

Ref. No. GTY83-1214-101

December 14, 1983

VISAYAS STATE COLLEGE OF AGRICULTURE
Baybay, Leyte

To : Dr. F. A. BERNARDO
P r e s i d e n t

Thru : Prof. FRANCISCO BASCUG
Vice President/Administration

Subject: Proposed Revised Plan of Covered Walk
for Farm System Training Dormitory

S i r :

We are forwarding herewith our cost estimates for the proposed revision of the above subject in the Lump Sum Amount of FORTY SEVEN THOUSAND TWO HUNDRED FIVE AND 45/100 PESOS (P47,205.45) ONLY. Attached herewith our cost breakdown.

Also, we are requesting an additional Sixty Calendar Days (60) Extension to accomplish this said proposed revision.

Hoping for your prompt attention and approval on this matter to avoid any further delay, we remain

Very truly yours,
MASTER BUILDERS, INC.

GOMEZ TAN YANDING
Exec. Vice President/Comptroller

Appointments of College Personnel for Confirmation

I. For Permanent Status

a) Academic

1. Dr. Fe S. Saladaga
PhD. in Agric'l. Education
No. of yrs. in the position - 2 yrs.
Performance Rating - Satisfactory
Assistant Professor
Dept. of Ag. Dev. Educ.
Effectivity: Upon approval
of the Board of Trustees
2. Mr. Richard T. Agbisit
MS in Horticulture
No. of yrs. in the position - 2 yrs.
Performance Rating - Very Satisfactory
Assistant Professor
Dept. of Horticulture
Effectivity: Upon approval
of the Board of Trustees
3. Mr. Sergio E. Abit
MS in Agronomy
No. of yrs. in the position - 2 yrs.
Performance Rating - Very Satisfactory
Assistant Professor
Dept. of Agronomy & Soil Science
Effectivity: Upon approval
of the Board of Trustees

b) Administrative

1. Mr. Manuel F. Valenzona
First Year College
No. of yrs. in the position - 8 yrs.
Performance Rating - Very Satisfactory
Utilityman
Dept. of Ag. Engineering & Applied
Mathematics
Effectivity: Upon approval
of the Board of Trustees
2. Mr. Edito G. Piamonte
High School Graduate
No. of yrs. in the position - 1 yr
& 9 months
Performance Rating - Very Satisfactory
Messenger
Records Division
Effectivity: Upon approval of
the Board of Trustees
3. Ms. Eulalia T. Salundaguit
Midwifery Graduate
No. of yrs. in the position - 1 yr.
& 10 months
Performance Rating - Very Satisfactory
Nursing Attendant
Infirmary
Effectivity: Upon Approval
of the Board of Trustees

Note: The proposed appointments had been passed upon and recommended by the Selection/Promotion Board for Non Academic positions and Academic Personnel Board for academic positions.

II - For Upgrading of Academic Staff

<u>Name</u>	<u>Highest Degree Earned</u>	<u>Present Rank</u>	<u>Upgraded Rank</u>
1. Rice O. Cruz	MS in Ag. Engi- neering	Sci. Res. Spec. I	Sci. Res. Spec. III

III. Designation

1. Dr. Jose S. Tan PhD. in Dev. Communication UPLB 1978	Head, Dept. of Development Communication Effectivity: February 24, 1984 Honorarium: P400.00 per month
2. Dr. Jose R. Juego PhD. in Ag. Education UPLB 1979	Head, Dept. of Ag Education and Extension Effectivity: February 24, 1984 Honorarium: P400.00 per month

Note: The proposed appointments had been passed upon and recommended by the Academic Personnel Board

BOARD ACTION: Approved
Date: March 16, 1984

PROPOSED THREE-STEP MERIT INCREASE
FOR DR. SAMUEL S. GO

The rapid development of ViSCA and the attainment of its present stature is due to the concerted efforts of both academic and administrative officials. The physical development, particularly, had been due to the able supervision and foresight of Dr. SAMUEL S. GO.

As Vice President for Administration and Physical Facilities Development Officer of World Bank-funded infrastructures, he has spent many extra hours and patience, including work during Saturdays and Holidays, to over-see the completion of academic buildings that were abandoned by the original contractors. He managed the projects with efficiency and economy, thereby saving for the government substantive amounts. He has also introduced innovations to systematize the business operations of the College for more effective and efficient administrative and support services. In many occasions, he takes care of the College when the President is out of the campus. While the academic staff members had at least 3-step across-the-board increases, the Vice President's salary has not been adjusted since 1981.

In recognition, therefore, of Dr. Go's dedicated efforts and valuable contributions to the development of ViSCA, it is recommended that he be given a three-step merit increase over his basic salary as College Vice President effective January 1, 1984.

BOARD ACTION: Approved
 March 16, 1984

MEMORANDUM OF AGREEMENT

Omnibus Agreement to Establish Formal Relationship between ViSCA
and VIFARD in the Pursuit of Undertakings to Achieve Their Common
Goals

KNOW ALL MEN BY THESE PRESENTS:

The Visayas State College of Agriculture, created pursuant to P.D. No. 470 as amended by P.D. No. 700 with principal office at Baybay, Leyte, represented herein by its President, Dr. Fernando A. Bernardo, and hereinafter referred to as ViSCA,

- and -

The ViSCA Foundation for Agricultural and Rural Development, Inc., a privately operated, non-profit, non-stock, non-political and non-sectarian corporation duly registered with the Securities and Exchange Commission in accordance with Philippine Laws, with principal office at ViSCA, Leyte 7127-A and represented herein by its Executive Director, Dr. Federico R. Flores and hereinafter referred to as VIFARD;

W I T N E S S E T H :

WHEREAS, the academic and related programs of ViSCA are designed to uplift agricultural and rural communities, particularly for the sake of the rural poor;

WHEREAS, ViSCA has resources in terms of manpower, funds, buildings, equipment and other resources vital for undertaking rural and agricultural development projects;

WHEREAS, VIFARD, a non-stock, non-profit corporation, has been established mainly to provide assistance to ViSCA in "expanding and efficiently and effectively utilizing its human, financial and material resources toward accelerated agricultural and rural development;

WHEREAS, VIFARD can muster other resources needed in pursuit of development tasks and can offer various mechanism that will facilitate the conduct of such tasks;

WHEREAS, ViSCA and VIFARD believe that combining their resources and expertise will hasten the achievement of common goals;

WHEREAS, ViSCA and VIFARD are interested to undertake collaborative efforts in executing projects of common interest that the parties may wish to pursue;

NOW, THEREFORE, for and in consideration of the above premises and their mutual covenants herein set forth, the parties have agreed on the following:

I. General Provision

This Memorandum of Agreement establishes the formal relationship between ViSCA and VIFARD in the pursuit of undertakings designed to achieve their common goals, projects and other undertakings of the contracting parties pursuant to this agreement shall not require the execution of any other formal documents for their implementation.

II. Role of VIFARD

VIFARD shall assist ViSCA in utilizing and expanding its human, fiscal and physical resources towards focused thrust in rural and agricultural development through any or all of the following activities:

1. Initiating, conducting, and managing and/or evaluating research and development projects as well as support services;
2. Designing, constructing, improving and/or adopting structures, strategies and systems for agricultural and rural development;
3. Developing and maintaining human resources capabilities for agricultural and rural development through degree training programs, non-formal education and in-service or pre-service training and apprenticeship;
4. Registering and managing patents and royalties and utilizing these and other resources derived from projects for the further advancement of research and development projects as well as the improvement of support services;
5. Entering into contract and executing with any person, corporation, partnership or association, public or private, any lawful agreement for the study and management of agricultural and rural development enterprises and projects.

III. Participation of ViSCA

ViSCA agrees to:

1. Allow VIFARD to use available facilities, equipment and supplies in VIFARD-managed activities.
2. Designate from among its staff such personnel needed by projects conducted by VIFARD for the mutual benefit of ViSCA and VIFARD.

IV. Management and Administration of Projects

VIFARD shall provide the management and administrative mechanism for the implementation of projects under this Omnibus Memorandum of Agreement.

V. Compensation of Personnel

ViSCA Personnel for Services in VIFARD Projects shall be compensated by VIFARD at a rate not lower than rates enforced by ViSCA for similar tasks.

VI. Share of ViSCA in the Income of VIFARD

VIFARD shall give at least fifty-one (51) percent of its gross margin or such properties as may be appropriate under the law or administrative regulation, as its contribution to support the construction, research and extension programs of ViSCA and/or grant professorial chairs in the College.

VII. Effectivity

This agreement shall be in full force and effect until signing unless terminated or modified upon mutual consent of both parties.

IN WITNESS WHEREOF, the parties have signed this _____ day of _____, 1984, at ViSCA, Leyte, Philippines.

VISAYAS STATE COLLEGE OF AGRICULTURE

ViSCA FOUNDATION FOR AGRICULTURAL AND RURAL DEVELOPMENT

By:

F. A. BERNARDO
President

FEDERICO R. FLORES
Executive Director

BOARD ACTION: APPROVED

Date: MARCH 16, 1984

POLICY AND GUIDELINES FOR DETERMINING HONORARIUM FOR THE CONDUCT
OF ViSCA/PRCRTC FUNDED RESEARCH

At present, faculty members of various academic departments receive honorarium for conducting ViSCA/PRCRTC-funded research regardless of the light workload of some of them while the research staff of PRCRTC themselves do not receive any honorarium in spite of the heavy workload of a few. This has created some internal personnel problems. In fairness to all concerned, it is necessary to establish a general policy and specific guidelines on payment of honorarium for undertaking ViSCA/PRCRTC-funded research based on workload of either teaching or research staff.

Policy and Guidelines

Staff members conducting ViSCA/PRCRTC-funded research may be paid honorarium under the following conditions and subject to availability of funds:

1. As a general policy, only staff members meeting the regular workload requirement shall be entitled to receive honorarium for conducting ViSCA/PRCRTC-funded research. For this purpose, any teaching, research or other activities for which the staff members is already receiving some honorarium should be excluded from the computation of the regular workload requirement.
2. The regular no-honorarium workload requirement for any teaching or research staff is 18% workload units, or four research studies without a co-study leader, or five research studies with co-study leader(s).
3. The maximum number of ViSCA-funded studies for which a researcher may be paid honoraria is three (3). The primary purpose of this limit is to encourage ViSCA staff members to seek external sources of funds for their other researchers.
4. The Review Committee, composed of the Director of Research as chairman and the research center directors as members, recommends payment of honorarium after a thorough review of the staff member's workload. Review of the researchers' workload shall be done twice a year, in January when new research studies are normally started and in June when academic staff members are given their teaching load for the first semester. (Note: The teaching loads for the second semester usually are not much different from those in the first semester).
5. The existing PRCRTC honorarium rate of P300/study/month if the study leader is not assisted by a research assistant or aide, and P150/study/month when there is at least one assistant, shall be adopted.

*Based on approved guidelines for determining workload units coming only from teaching, implementation of officially approved and funded extension projects, involvement in student thesis advising/processing, and conduct of other no-honorarium research.

BOARD ACTION: Approved for this group.
March 16, 1984

A Proposal on the Separation of the Department
of Development Communication from the Department
of Agricultural Development Education

The overriding objective of ViSCA as defined by the ViSCA Code is "to strive for excellence in education for regional and rural development."

This objective is to be pursued by laying emphasis on impact programs and projects in instruction, research and extension, and by building "enduring linkages with national and regional institutions and agencies" in conducting the aforementioned trilogy of functions.

Against this backdrop, the branching off of the former Department of Agricultural Development Education (DADE) into the Department of Development Communication (DDC) and the Department of Agricultural Education and Extension (DAEE) is certainly a clear manifestation of ViSCA's continuing effort to boost its developmental goals.

Specifically, the elevation of the erstwhile Development Communication Section into a full-fledged department is a much-needed shot in the arm for both the long-term and short-term programs in communications of the College.

Although the DDC and the DAEE branched off from a single "mother" department, there is no reason whatsoever why they should stick together. Apparently, no integration exists between the two newly created departments' instructional, research and extension activities.

Therefore, it is high time the DDC was given the chance to grow-up, flex its muscles and prove its worth in anticipation of the conversion of ViSCA into the Visayas State University.

BOARD ACTION: Approved
March 16, 1984

Proposal to Name the Department of Agricultural
Development Education to Département of
Agricultural Education and Extension

Rationale

"Development education" as a broad term is not as well understood as "agricultural education" and "agricultural extension" by prospective employers of our graduates. Thus, for purposes of focus and clarity, the name "Department of Agricultural Education and Extension (DAEE)" would be most appropriate.

Since Development Communication will evolve into a department, separate from agricultural education and agricultural extension, the name of the Department of Agricultural Development Education (which originally included Development Communication) should be so revised as to appropriately describe the scope of the remaining areas of agricultural education and agricultural extension.

Agricultural Education and Agricultural Extension are closely allied since they deal with the same subject matter (agriculture) and they are both concerned with methods of teaching; only that agricultural education deals with students as clientele while agricultural extension deals with farmers. Therefore, they should belong to the same department. Most of the faculty members in agricultural education have also minored in agricultural extension and vice versa. For maximum faculty utilization, it is best that the faculty members of agricultural education and extension should belong to one department. Agriculture teachers are also expected to engage in agricultural extension activities.

BOARD ACTION:

APPROVED

March 16, 1984

PROPOSAL TO PAY COMMUTABLE REPRESENTATION
AND TRANSPORTATION EXPENSES

The key executives of ViSCA have been doing their jobs well all these years without any complaint although they have been incurring expenses inherent in their jobs. Everytime they call meetings - and these are frequent - and entertain visitors, they pay the costs of refreshments, lunch or dinner. The costs of these have gone up considerably since August, 1983.

With the transfer of the administration to the new campus, key officials of the college now incur more transportation costs. Since they do a lot of overtime works and work during weekends and even holidays, it is but fair that they be given transportation expenses, too, to cover at least the cost of gasoline for their private vehicles.

The following are therefore recommended:

	<u>Representation Expenses</u>	<u>Transportation Expenses</u>
President	P750	-
Vice President	550	550
Assistant to the President (Manila)	400	400
Director of Instruction	400	-
Director of Research	400	-
Director of Student Affairs	400	-
Director of Extension	400	-
Administrative Officer	325	-

It is also recommended that the Director of Instruction and the rest of the Directors with their own personal vehicle be given a gasoline allowance of 25 liters per month.

BOARD ACTION: Approved, March 16, 1984



Republika ng Pilipinas
Republic of the Philippines

PAMPAMAHALAANG PAMANTASAN NG GITNANG LUZON

Central Luzon State University

Mangos, Nueva Ecija
Muñoz, Nueva Ecija

OFFICE OF THE SECRETARY OF THE UNIVERSITY
(SECRETARY OF THE BOARD OF REGENTS)

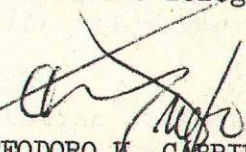
EXCERPT FROM THE MINUTES OF THE 75th MEETING OF
THE CLSU BOARD OF REGENTS HELD ON SEPT. 7, 1977

Resolution No. 1723, s. 1977

Approving the modification of
Resolution No. 1713, s. 1977 and granting
a representation allowance of P300.00 on
reimbursable basis to the Chairman and
Members of the CLSU Board of Regents or
their duly authorized representatives
effective January, 1977 on a monthly
basis instead of per Board meeting;
provided they certify on the face of the
voucher that they have incurred such
representation expenses in the performance
of their official duties.

APPROVED.

I hereby certify to the correctness of the foregoing
resolution.


TEODORO K. CABRIETO
Secretary of the Board

NOTE:

The above monthly representation allowance for the
chairman and members of the Board of Regents at P300.00
each was increased to P500.00 by the Board effective June
1, 1981.

Attached is the letter of Chairman Francisco S. Tantuico,
Jr. for your guidance.

Note:

To support VISA Board
Resolution No. 18, s. 1984

Board Action: Approved

Date: April 17, 1984

REPUBLIC OF THE PHILIPPINES
COMMISSION ON AUDIT
Central Office
Don Mariano Marcos Avenue, Quezon City, Philippines

Tel. Nos. 99-97-47; 97-36-90; 98-45-48; 98-45-53; 98-45-23; 98-45-33;
98-45-28; 98-45-38; 99-60-14; 99-93-03; 98-45-43; 97-75-86;
99-99-66; 99-54-02; 99-18-13

August 2, 1977

The President
Central Luzon State University
Muñoz, Nueva Ecija

S i r :

This has reference to the representation allowance granted by the Board of Regents of the Central Luzon State University (CLSU) under its Resolution No. 1716, s. 1977, to the Chairman and Members of the said Board of Three Hundred Pesos (P300.00) per board meeting effective as of January 1, 1977. In your letter dated June 6, 1977, information is being requested if said representation allowance may be given due course.

On the assumption that a representation allowance to the Members of the Board of Regents, including the Chairman, is necessary in the performance of their functions, this Commission will interpose no objection thereto provided that the grant thereof is expressly stated in a Board resolution to be on a reimbursable basis. This would be in accordance with Section 5 of Republic Act No. 4067 (CLSU Charter) which, insofar as pertinent, reads as follows:

"Members shall serve without compensation but they shall be reimbursed for necessary expenses incurred either in attendance upon meetings of the Board or upon other official business authorized by the resolution of the Board."

With respect, however, to the amount of P300.00 fixed as representation allowance, this Commission views the same to be excessive for just one board meeting. Since the CLSU Charter does not limit the number of meetings the Board of Regents may hold in a single month, one can just imagine the enormity of the representation allowance that each member could accumulate for a given month at the rate of P300.00 per board meeting should the members of the Board decide to hold meetings indiscriminately and without let up.

- -/. . .

The President
Central Luzon U
August 2, 1977



-Page 2-

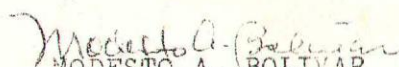
Accordingly, this Commission believes that the amount of P300.00 would be a reasonable representation allowance that would fall within the purview of a necessary expense contemplated in Section 5 of the CLSU's Charter, supra, if the grant thereof is made on a monthly instead of per board meeting basis.

Please be guided accordingly.

Very truly yours,

(SGD.) FRANCISCO S. TANTUICO, JR.
Acting Chairman

A TRUE COPY FROM A XEROXED COPY:


MODESTO A. BOLIVAR
Records Officer II