### 5<sup>th</sup> BOARD OF REGENTS MEETING 11 June 2002 LNU, Tacloban City

Proposal to Charge P5,0-10 00 Tuition Fee per Student for the B5 Computer Science

Rescission of the Existing Memorandum of Agreement Entered into by VIIICA (now 150)

cademic Affairs

Appointment of Designated Positions

Tentative List of Candidates for Graduation for Summer 2007

b. Axiomal Campo

Proposal to Restructure the Filipino Courses is DLABS

Proposed to Convert the Existing BS Aq., Education to BSEd and BEFO

Proposal to Kevise the 85 Development Communication Considuran

Proposal to Amout! Some Provisions of the Graduate School Code

Proposal to Change the Grading System of the CSU Laboratory High School

#### 5<sup>th</sup> Board of Regents Meeting 11 June 2002 LNU Conference Room Tacloban City, Leyte

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# 5<sup>th</sup> Board of Regents Meeting 11 June 2002 LNU Conference Room

Tacloban City, Leyte

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Hon. Ester A. Garcia Chairperson, CHED	Chairman
Hon. Paciencia P. Milan President, Leyte State University	Vice Chairman
Hon. René L. Cayetano Represented by Regent Edwin C. Codilla Chairman, Senate Committee on Education, Arts & Cultur Senate of the Philippines	Member re
Hon. Harlin Cast. Abayon Represented by Regent Rolet M. Palacio Chairman, House Committee on Higher and Technical Ed House of Representatives	Member
Regent Leo P. Cañeda Regional Executive Director Department of Agriculture Regional Office VIII	Member
Regent Buenaventura C. Go-Soco Jr. Regional Executive Director NEDA Regional Office VIII	Member
Regent Guindolino R. Gerona President, ViSCA Alumni Association	Member
Regent Jeffrey Lloyd L. Cagande President, ViSCA College Supreme Student Council	Member
Regent Perla M. Tan President, ViSCA Faculty Association	Member
Regent Jose V. Mazo Private Sector Representative	Member
Regent Rebecca V. Barbusa Private Sector Representative	Member
Prof. Daniel M. Tudtud, Jr. Board Secretary	Board Secretary

#### ROLL CALL

Dr. Ester A. Garcia, Chairperson of the Leyte State University

Board of Regents inquired from Prof. Daniel M. Tudtud, Jr., the University

Board Secretary, if there was a quorum of members present. The Esterotectory reported to the Chairperson Garcia that all members of the Board Regents were present.

#### II. CALL TO ORDER

Chairperson Ester A. Garcia called the meeting to order at 9:15 a.s start the 5<sup>th</sup> Board of Regents meeting of the Leyte State University.

#### III. ADOPTION OF THE PROPOSED AGENDA

Chairperson Garcia requested the members of the Board of Reger go over the agenda and indicate if there were any additional items to added to the proposed agenda.

President Paciencia P. Milan indicated that she would like to under Other Matters the following: (1) Request of the Sangguniang Baya Carigara for the integration by LSU of the Carigara College of Fisheries Presentation by the NPC personnel of the proposed Leyte-B Interconnection Project Right of Way traversing the LSU campus; and Proposed fees for requested subjects.

Regent Jose V. Mazo likewise indicated that under Other Matters would like to present information about the loan program offered Quedancor which the personnel of LSU-Alang-alang have identified possible loan financing entity.

Regent Guindolino R. Gerona indicated that he would like to two (2) concerns of the Alumni under Other Matters

After ascertaining that there were no other items to be calendare the 5th BOR Meeting, President Milan requested for a motion to approve

modified agenda. Regent Guindolino R. Gerona moved for the approval of the agenda as modified. Regent Rolet M. Palacio seconded the motion. Chairperson Garcia then declared the Agenda APPROVED.

## READING AND APPROVAL OF THE MINUTES OF THE PREVIOUS MEETING

Chairperson Ester A. Garcia requested the members of the Board to look at the minutes of 4<sup>th</sup> BOR meeting presented in Tab A, for confirmation. The following corrections were made:

a) page 16, line 28 - replace "by" with "but".

After ascertaining that there were no other corrections, Chairperson Garcia requested for a motion for the approval of the Minutes of the 4<sup>th</sup> Board of Regents meeting. Regent Jose V. Mazo moved for the approval of the Minutes as corrected. Regent Rolet M. Palacio seconded the motion. The LSU Board of Regents passed

#### BOR RESOLUTION NO. 44, s. 2002

Approving the Minutes of the 4<sup>th</sup> LSU Board of Regents meeting dated 09 April 2002 held at the Leyte Normal University Conference Hall, Tacloban City, Leyte from 11:45 a.m. to 2:00 p.m. as corrected.

#### MATTERS ARISING FROM THE APPROVED MINUTES

#### A. LSU Budget for 2003

Chairperson Ester A. Garcia informed the body that the Department of Budget and Management (DBM) has made a pronouncement that for 2002, it will provide for 50% of the total funding requirements for the implementation of NBC 461. This will also be true for 2003 until possibly 2005.

President Paciencia P. Milan indicated that the University will need a total funding requirement of about P1.7 million. As such, the

University shall utilize about P850,000.00 per annum of the University shall utilize sha

#### VI. PRESIDENT'S REPORT

President Paciencia P. Milan provided all members of the Board Regents a copy of the President's Activities for the months of April and 2002. President Milan proceeded to mention the main highlight as follows

Dialogue between the local government of Carigara and I regarding the possibility of re-integrating the Carigara College of Fisher with the Leyte State University. The Superintendent of the Carigara College of Fisheries and some of his staff attended the First Curricular Programment of Carigara and I regarding the possibility of re-integrating the Carigara College of Fisheries and some of his staff attended the First Curricular Programment of Carigara and I regarding the possibility of re-integrating the Carigara College of Fisher with the Leyte State University System.

The curricular review was conducted to try to standardize a improve the quality of curricular offerings of the external campuses. As of present, the curricular offerings of the external campuses have be patterned after those in the main campus. For the first time, all superintendents of external campuses were in attendance.

#### VII. CALENDAR OF BUSINESS

#### A. Unfinished Business

 Presentation of Workload of Key Administration Officials as Reques by the Board of Regents

President Paciencia P. Milan presented to the body workload of key administration officials. It can be noted that workload is quite dispersed between the different function research/extension, instruction, and administration. President Milintimated that personally, she would like that all key administration should have an administrative workload of at least 50%.

The Board of Regents (BOR) members highlighted the following observations:

- 1) Highest load in research Gonzal, Mariscal and Bacusmo
- 2) Highest load in instruction Alcober, Alkuino and Batoy
- 3) Evenly divided Palomar

Chairperson Ester A. Garcia suggested to President Milan that the effectiveness of the key administrators be assessed, especially those mentioned earlier, to determine if they are still able to deliver what is expected of them. Regent Jose V. Mazo expressed his support of the suggestion of Chairperson Garcia.

Regent Buenaventura Go-Soco, Jr. inquired from President Milan whether there is a standard workload of faculty because some officials have a 30 unit workload while others have only 17 workload units.

President Milan replied that it really depends on the size of the office being handled. There are some offices with more personnel and therefore, more functions and higher workload. The standard workload across functions is 23 workload units.

## 2. <u>Proposal to charge P5,000.00 tuition fee per student for the BS Computer Science</u>

President Paciencia P. Milan presented to the Board the table showing the charges per semester. President Milan indicated that although the charges per semester does not reach P5,000.00 in the first two years, the charges in the remaining two years is also much higher than P5,000.00. Over the four year period, the charges average P5,000.00 per semester. On a per unit basis, the students are charged P40.00/unit for the basic and fundamental courses taken. The major courses are levied much higher rates.

President Milan also informed the Board that the University has purchased computer units specifically for the BS Computer Science so that a 1:1 student:computer ratio can be maintained. The University has not levied any additional charges to the students for this undertaking unlike in other SUCs in the region where all students were levied a computer fee in support of the acquisition of computer hardware.

Chairperson Garcia was in agreement that computer hardware in support of the BS Computer Science program is an investment of the institution and should not be passed on to the students.

Regent Perla M. Tan queried why the scheduling of fees for this new course did not follow the BOR suggestion that it will simply be P5,000 less the matriculation fee and that the remaining amount will be divided by the number of units. Regent Tan explained that there is a matriculation fee of P800.00 that all students pay every semester. Thus, the amount collected will be more than P5,000.00/student/semester.

Chairperson Garcia emphasized that what the Board agreed upon was that the BS Computer Science be a "full-cost course" meaning that the fees charged will be enough to sustain the operations of the program. The P5,000.00/semester originally approved by the Board is inclusive of all the other fees that the University charges to its students.

President Milan clarified that the P800.00 matriculation fee is charged only in the first semester of the first year. In all the other succeeding semesters, the miscellaneous fees amount to only P405.00 per semester and that this is already inputted in the table. Thus, only

the fee charged for the first semester of the first year needs to be changed to reflect this.

Regent Tan also inquired why is it that for the new course offerings of the University, dependents of LSU faculty and staff have not been extended the "free tuition fee privilege" considering that there has been no resolution from the Board superceding this free tuition fee privilege.

In reply, President Milan informed the Board that it is the position of the Administration that the courses that are covered by this "free tuition fee privilege" are the BS Agriculture courses since at the time this privilege was granted, the institution was still a College of Agriculture. Furthermore, the Administration strongly feels that the BS Agriculture courses should be promoted and thus, should be the recipient of the "free tuition fee privilege". Lastly, the new course offerings are quite expensive to undertake and all enrollees, therefore, have to share part of the cost of the new programs.

Regent Guindolino R. Gerona inquired whether the dependents of LSU faculty and staff currently enrolled in the new courses can be reimbursed the tuition they have paid. Along this line, Chairperson Garcia queried on the number of dependents affected.

President Milan replied that as of the moment, she is unable to give any figures but promised to provide the Board the exact number of students affected by degree program.

Regent Mazo, however, opined that for the moment, reimbursing the students for the tuition fees paid be held in abeyance. This should be thoroughly studied by administration to determine the impact if ever reimbursements have to be made.

Chairperson Garcia commented that the Administration shot formally file a request with the Board for a new policy regarding to privileges granted to dependents of LSU faculty and staff.

President Milan apologized for this oversight but assured t Board that the Administration will submit a proposal for Board action in the next Board meeting.

3. Rescission of the Existing Memorandum of Agreement Entered into ViSCA (now LSU) and the ViSCA Educational Foundation Inc. (VE) on the Lease of the Coconut Project to VEFI

President Paciencia P. Milan informed the Board that the Administration has discussed with the VEFI Board of Directors of the plan to rescind the existing MOA between LSU and VEFI. The VEBoard agreed to its recession provided that the Administration extension very very some of the Visca Foundation Elementary School (VFES).

Regent Guindolino R. Gerona pointed out that in the propose recession of the MOA, the name of the VEFI Chairperson be corrected spelling out her full name: Ma. Aurora Teresita W. Tabada Furthermore, it should be indicated that LSU, as represented by the University President, be the First Party and the VEFI, as represented be Ms. Tabada, be the Second Party.

Regent Jose V. Mazo inquired from President Milan what kind of assistance or support that the University can extend to the Foundation in the event of a recession of the MOA.

President Milan replied that the possible assistance to be extended is presented on Tab BB under Other Matters and will be tackled separately from this.

Regent Mazo moved for the approval of the proposal to rescince the existing MOA between LSU and VEFI for the lease of the coconu

project to VEFI effective 11 June 2002. Regent Jeffrey Lloyd L. Cagande seconded the motion and the Board passed

#### Board Resolution No. 45, s. 2002

Approving the proposal to rescind the existing MOA between LSU (formerly ViSCA) and VEFI for the lease of the coconut project to VEFI effective 11 June 2002.

#### B. New Business

#### 1. Academic Matters

#### a. Appointment of Designated Positions

President Paciencia P. Milan informed the Board that these new designations cover the deans of the six (6) new colleges in the Main Campus, the head of the Anti-Sexual Harassment Unit, the Project Manager of the LSU Hostel, the LSU Representative to the VEFI Board, and the VFES principal.

#### (1) College Deans/Head of ASHU/Head of Hostel

Chairperson Ester A. Garcia inquired from President Milan why the appointments are up until 31 December 2002 only.

President Milan replied that nobody really applied for the positions mentioned. The designations are on concurrent capacity only. However, their appointments are without prejudice to reappointment for a full-term.

#### (2) Principal of VFES

Regent Guindolino R. Gerona inquired whether the Board had to act on the appointment of Dr. Fe. J. Dagoy as Principal of VFES by virtue of an existing MOA.

President Milan replied that the appointment of Dr. Fe.

J. Dagoy is not part of the MOA. It has been a long-standing

practice that the Principal comes from the faculty of the University.

Chairperson Garcia suggested that the original MO between ViSCA (now LSU) and VEFI be presented in the next Board meeting so that the board will be properly guided on the matter.

However, the Board decided to permit Dr. Fe J. Dago to serve as Principal of VFES provided that the service rendered does not go beyond 25% of her total workload in the University.

#### (3) LSU Representative to the VEFI Board

Regent Guindolino R. Gerona inquired whether the Board is required to nominate a representative to the VEI Board of Directors, in this case Dr. Oscar B. Posas.

President Milan replied that this is part of the original MOA between ViSCA and VEFI pertaining to the operations of the ViSCA Foundation Elementary School. This has also been practiced since the creation of the elementary school in 1975.

After all questions were answered, Regent Jose V. Mazo move for the approval of the designations for different positions. Regel Guindolino R. Gerona seconded the motion. The Board passed

#### Board Resolution No. 46, s. 2002

Approving the designations of Dean, LSU Representative to the VE Board and the Heads of ASHU and Hostel effective 01 June 200 until 31 December 2002 without prejudice to reappointment.

b. Tentative List of Candidates for Graduation for Summer 2002 of the Main Campus and the External Campuses

President Paciencia P. Milan presented the list of candidates for graduation for the Summer 2002 from the Main Campus and the External Campuses.

President Milan likewise presented to the Board the names of four (4) other graduating students from the Main Campus whose names were overlooked, as follows: Ms. Edelina Ludivico, Mr. Teodulfo Olamit, Jr., Ms. Jocelyn Parina, and Mr. Winston San Pedro.

All the candidates for graduation have complied all the requirements for their respective degrees and had been favorably endorsed by the University Academic Council for confirmation by the Board of Regents.

Regent Jose V. Mazo moved for the confirmation by the Board of Regents of the list of candidates for graduation of the Main Campus for Summer 2002. Regent Guindolino R. Gerona seconded the motion. The Board passed

#### Board Resolution No. 47, s. 2002

Confirming the candidates for graduation from the Main Campus for Summer 2002.

<u>Graduate</u> :	Total	
MagDev MS	1	
Dev. Comm.	1	
Food Sci. & Tech.	1	3
<u>Undergraduate</u>		
BAS	11	
DVM	6	
BSA	8	
BSAB	1	
BSAC	O	
BSAE	4	
BSAgDev	0	

BSAgEd	3	
BSDC	O	
BSF	2	
BSFT	3	38

#### Board Resolution No. 48, s. 2002

Confirming the candidates for graduation from the Extern Campuses for Summer 2002.

#### LSU ALANGALANG CAMPUS

Bachelor of Agricultural Technology

1

#### LSU-TOLOSA CAMPUS

Bachelor of Science in Fisheries

10

#### c. Proposal to Restructure the Filipino Courses at DLABS

President Paciencia P. Milan informed the body that these a changes that have come about due to changes in the curricul programs of the University. This is also in line with the CHED Men No. 11, s. 1999. The proposed curricular revision has passed through the appropriate bodies of the University.

Hearing no questions on the proposal, Regent Perla M. Ta moved for the approval of the proposal to restructure the Filipin courses at the DLABS. Regent Rolet M. Palacio seconded the motion. The Board passed

#### Board Resolution No. 49, s. 2002

Approving the proposal to restructure the Filipino courses the Department of Liberal Arts and Behavioral Sciences effective First Semester 2002-2003.

d. Proposal to Convert the Existing BS Ag. Education to Bachelor ( Secondary Education (BSEd) and Bachelor of Elementary Education (BEEd)

President Paciencia P. Milan presented the proposal to the Board. President Milan indicated that according to Dr. Dolore Alcober, the Dean of the College of Education, this proposal was adopted in conformity with the DepEd program.

Regent Perla M. Tan inquired why is it that the course titles for the BSEd are called ProfEd. However, in the BEEd, the courses are called Elementary Education. Regent Tan compared the proposed changes to those in the realignment of courses by the Department of Development Communication.

President Milan replied that several members of the Academic Council also asked the same question. "Dr. Alcober reasoned out that both programs have been patterned after the DepEd suggested curriculum that was presented during the DepEd workshop. Although the course titles have changed, the concerned departments that have been handling the courses will continue to do so."

Regent Tan indicated that in the event our student transfers to another institution, there might be confusion because of the name of the courses taken here.

Chairperson Garcia suggested that to avoid further confusion, the old course titles be followed in the meantime. Chairperson Garcia further suggested that an actual CHED copy of the Teacher Education curriculum should also be procured to determine what really is the new nomenclature.

Regent Gerona commented that the workload of the identified faculty should also be presented so that it can be determined in advance whether there will be a need to hire additional faculty or whether there will be a need to provide funds for overloads. Furthermore, Regent Gerona emphasized that the specialization of Mr. Julius Abela is Animal Production and would definitely have no knowledge about fisheries. The course, TEED 124 (Basic Skills in animal and Fish Production) should be taught by a team rather than by just one person.

Regent Tan also commented that there is also a need to rewhether the College (of Education) has enough faculty to teach different courses to be offered and whether the identified faculty expressed their interest and willingness to teach the courses assist to them.

After all comments, suggestions and questions were deliber and answered, Regent Perla M. Tan moved for the approval of proposal as corrected and modified. Regent Rebecca V. Bart seconded the motion. The Board passed

#### Board Resolution No. 50, s. 2002

Approving the proposal to convert the existing Bachelo Science in Agricultural Education to Bachelor of Second Education and Bachelor of Elementary Education as corrected modified.

e. Proposal to Revise the BS Development Communication Curriculum

President Paciencia P. Milan informed the Board that curriculum is being revised due to the inclusion of ano specialization, that of Educational Communication Technology.

Regent Gerona commented that instead of requiring Dev C students to take up the An. Sci. 21 course, they should instead t An. Sci. 22. The reason for this is that the pre-requisite of An. Sci. is Zoology which is not required in the new curriculum. This be the case, An. Sci. 22 will be the most appropriate course to take.

Chairperson Garcia expressed her apprehension about Board tinkering with curricular programs already approved endorsed by the Academic Council. Questions and comments sim to those raised by Regent Gerona should be best addressed at Academic Council level.

Chairperson Garcia suggested that the Board will approve this proposal *in principle* meaning that the department concerned will be informed about the suggestion of Regent Gerona and their reactions to this will be forwarded to the Board.

Regent Perla M. Tan moved for the approval of the proposal to revise the BS Development Communication curriculum as modified.

Regent Rebecca V. Barbusa seconded the motion. The Board passed

#### Board Resolution No. 51, s. 2002

Approving, in principle, the proposal to revise the Bachelor of Science in Development Communication PROVIDED THAT Animal Science 21 be changed to Animal Science 22.

#### f. Proposal to Amend some Provisions of the Graduate School Code

President Paciencia P. Milan informed the Board that amendment pertains to the institution of a "qualifying examination" for all graduate students. This is patterned after UP Los Baños. President Milan clarified that graduate students are usually first accepted into the University and made to enroll. After a semester of course work or after earning 9 units of course work, they should be given a qualifying examination to determine what field they should be pursuing.

Regent Perla M. Tan inquired why an integrative oral examination is still required even after the graduate (MS and PhD) students have been required to take a written examination.

Chairperson Garcia opined that the MS students will not be required to have both and that the oral examination to be given is for the presentation of the research proposal.

Regent Mazo was also of the opinion that PhD students should take both the written and the oral examination. However, Regent

Mazo requested clarification whether the oral examination refers to the oral presentation of the proposal or to the final defense of the dissertation.

Chairperson Garcia clarified that there are usually two oral examinations - the presentation of the proposal and the final oral defense. The proposal includes another oral examination that increases the number of oral examinations to three: 1) oral presentation of the proposal; 2) integrated oral exam; and 3) final oral defense. Chairperson Garcia felt this is a little too much and suggested that it would be best to remove the integrated oral examination.

President Milan saw the point raised by Chairperson Garcia and was amenable to the dropping of the integrated oral examination. However, President Milan clarified that the PhD program should be made more stringent than the MS program. This is the reason why the grade requirement for PhD students is 1.75 while for the MS students it is only 2.0.

Regent Perla M. Tan moved for the approval of the proposal to amend some provisions of the Graduate School code as modified.

Regent Edwin C. Codilla seconded the motion. The Board passed

#### Board Resolution No. 52, s. 2002

Approving the proposed amendment of some provisions of the Graduate School code PROVIDED *That* the proposed Oral Integrative Examination be removed from the list of required examinations for all graduate students.

g. Proposal to Change the Grading System of the LSU Laboratory High School

President Paciencia P. Milan informed the Board that this proposal is patterned the DepEd grading system. At present, the grading system of the Laboratory High School gives a highest grade of

only 95% while other schools have a highest grade of 100%. This is disadvantageous to the graduates of the laboratory high school especially when they apply for scholarships in college.

Regent Rolet M. Palacio moved for the approval of the proposal to change the grading system of the LSU Laboratory High School as presented. Regent Rebecca V. Barbusa seconded the motion. The Board passed

#### Board Resolution No. 53, s. 2002

Approving the proposed change of the grading system of the LSU Laboratory High School as presented, effective immediately.

Approved Grading System:

Α.	Highest & Lowest Rating & Passing Grade			
	Highest Rating	-	100%	
	Lowest Rating	-	65%	
	Passing Grade	-	75%	
В.	Titles of Graduating Honor	Student.	s*	
	With Highest Honors	-	96.68-100%	
	With High Honors	-	93.34-96.67%	
	With Honors	-	90.00-93.33%	
C.	Grades of Scholars			

Partial - 90-94.99% Full - 95-100%

#### h. Proposal of the Air Force Reserve Command to Offer Air Force Reserve Officer Training Corps

President Paciencia P. Milan informed the Board that this proposal is for the offering of a basic course by the Air Force Reserve Command. The incumbent Department Head of the National Service Training Program (NSTP), Engr. Monolo Loreto, has indicated that due to many operational problems that may be met in the process of transferring from the Department of the Army to the Department of the Air Force of the Armed Forces of the Philippines (AFP) Reserve Command, it is better to stick to the present Army ROTC. The main

<sup>\*</sup> The student with the highest composite grade among graduating students regardless of title shall be considered <u>Valedictorian</u> and the student with the second highest composite grade shall be considered <u>Salutatorian</u>.

reason why it is brought to the attention of the Board is that the let of the Air Force Reserve Command is addressed to Chairperson Es A. Garcia.

Student Regent Jeffrey Lloyd L. Cagande narrated to the bc that Engr. Loreto told him that the Air Force headquarters is located Palo, Leyte which is quite far compared with Ormoc City where the Army headquarters is located.

The other members of the Board of Regents also raised the concerns. Chairperson Garcia suggested that the proposal should thoroughly deliberated by the implementing unit first and that the proposal be processed in accordance with existing procedures.

The Board was unanimous in approving the suggestion

Chairperson Garcia that the proposal be returned to the proponent

further deliberation.

#### 2. Administrative Matters

a. Renewal of Appointment of Regular-Temporary Employees

President Paciencia P. Milan presented to the Board the list regular (temporary) employees for renewal.

Regent Perla M. Tan moved for the approval of the renewal appointment of regular (temporary) employees as presented effect 01 June 2002. Regent Rebecca V. Barbusa seconded the motion. T Board passed

#### Board Resolution No. 54, s. 2002

Approving the renewal of appointment of regular (tempora employees of the LSU Main Campus, as presented, effective on dates specified.

NA	AME	POSITION	EFFECTIVITY
<ol> <li>3.</li> <li>4.</li> <li>6.</li> </ol>	CATRE, Salvador M. Jr. CUADRA, Lijuerah J. ENAGE, Susan M. GRAVOSO, Annie P. PABROQUEZ, Jesus S. PALA, Patricia C. SALVINO, Rosalinda O.	Instructor I Instructor I Instructor I Instructor I Agricul. Tech II Instructor I Instructor I	June 1, 2002 June 1, 2002 June 1, 2002 June 1, 2002 June 1, 2002 June 1, 2002 June 1, 2002
8.	PASTORIL, Wilfreda C. PEQUE, Dennis P.	Messenger Instructor I	June 19, 2002 June 1, 2002

#### b. Upgrading of Some Administrative Staff

President Paciencia P. Milan informed the Board that this same list was approved in the past BOR meeting, but there was no money to implement it at that time. There have also been some changes such that this has to be coursed through the Board again, for confirmation.

Regent Tan inquired why an employee presently occupying an Electrician 2 position has been reclassified as Mechanic III.

To this query, President Milan replied that this person has been hired in the Physical Plant Office for the purpose of "trouble shooting" electrical malfunctions in the vehicles and equipment run by the office. However, he has not been upgraded in the past 11 years, so he is included in the list. The present position is the closest position that best describes his actual duties.

Regent Perla M. Tan moved for the approval of the upgrading of some administrative staff as presented. Regent Edwin C. Codilla seconded the motion. The Board passed

#### Board Resolution No. 55, s. 2002

Confirming the upgrading of some administrative staff as approved by the Department of Budget and Management (DBM) subject to availability of funds.

LAUZON, Dominador A. Jr. to REDULA, Rosalinda M.

#### c. Hiring of New Academic Regular Staff

President Paciencia P. Milan presented to the Board, three new appointees for different positions in the Main Campus. These appointments have been coursed through and recommended by the appropriate units of the University.

Regent Perla M. Tan moved for the approval of new appointments of three (3) regular faculty members effective 01 June 2002. Regent Edwin C. Codilla seconded the motion. The Board passed

#### Board Resolution No. 56, s. 2002

Approving the appointments of three (3) new faculty members of the Main Campus effective 01 June 2002.

1. BALALA, Arvin C. Instructor I

SALERA, Sherwin Instructor I

3. ALUMBRO, Editha C. Instructor I

#### d. Hiring of Ms. Sarah M. Chua as Administrative Officer II of LSU-Alangalang Campus

President Paciencia P. Milan informed the board that the position of Administrative Officer II is a vacant position. Ms. Chua is the second-ranked candidate for the position but she is a barrister. This was the main basis why the LSU-Alangalang Campus Administrator, Supt. Pedro B. Pedrera, selected her.

Regent Edwin C. Codilla moved for the approval of the hiring of Ms. Sarah M. Chua as Administrator II of the LSU-Alangalang Campus effective upon Board approval. Regent Rebecca V. Barbusa seconded the motion. The Board passed

#### Board Resolution No. 57, s. 2002

Approving the appointment of Ms. Sarah M. Chua as Administrative Officer II of the LSU-Alangalang Campus subject to existing Civil Service rules and regulations, effective upon Board approval.

e. Change of Employment Status of Ms. Anecita M. Lumacad, Laboratory Technician I of DASS, from Temporary to Permanent

President Paciencia P. Milan presented to the Board the change in employment status of Ms. Anecita M. Lumacad, Laboratory Technician of the Department of Agronomy and Soil Science (DASS), from temporary to permanent. This change in employment status has been coursed through the Non-Academic Personnel Board.

Regent Edwin C. Codilla moved for the approval of the change in employment status of Ms. Anecita M. Lumacad, Laboratory Technician of the Department of Agronomy and Soil Science (DASS), from temporary to permanent effective upon Board approval. Regent Rebecca V. Barbusa seconded the motion. The Board passed

#### Board Resolution No. 58, s. 2002

Approving the change in employment status of Ms. Anecita M. Lumacad, Laboratory Technician of the Department of Agronomy and Soil Science (DASS), from temporary to permanent, subject to existing Civil Service rules and regulations, effective upon Board approval.

f. Proposed Revision of the Honoraria Given to Staff Occupying Designated Positions

President Paciencia P. Milan informed the Board that the ViSCA Board of Trustees passed BOT Resolution No. 37, s. 1998 which specified the honoraria for different designated positions. In the light of the new University structure, it is necessary to revise the list of designated positions and the honoraria given to these personnel.

Regent Tan pointed out that the Board of Regents, in its 1<sup>st</sup> BOR Meeting held last 01 September 2001 at the FARMI Conference Hall, LSU, Visca, Baybay, Leyte, has approved the creation of a plantilla position of University Secretary. However, the Department of Budget and Management (DBM) has not approved this. Regent Tan indicated that this honorarium given to the University Secretary should stipulate that "this will be given for as long as there is still no plantilla position of University Secretary."

Regent Jose V. Mazo moved for the approval of the proposed revision of the honoraria given to staff occupying designated positions.

Regent Rebecca V. Barbusa seconded the motion. The Board passed

#### Board Resolution No. 59, s. 2002

Approving the proposed revision of the honoraria given to staff occupying designated positions as proposed effective upon Board approval.

g. Proposal to Increase the Stipend of Graduate Research/Teaching Assistants of LSU

President Paciencia P. Milan presented to the Board the proposal to increase the stipend of graduate research/teaching assistants from P2,000.00 to P4,000.00 per month. President Milan emphasized that the proposal was prepared by the Graduate School after consulting the units with graduate research/teaching assistants.

Regent Jose V. Mazo moved for the approval of the proposal to increase the stipend of graduate research/teaching assistants from P2,000.00 to P4,000.00 per month effective upon Board approval and subject to availability of funds. Regent Jeffrey Lloyd L. Cagande seconded the motion. The Board passed

#### Board Resolution No. 60, s. 2002

Approving the proposal to increase the stipend of graduate research/teaching assistants from P2,000.00 to P4,000.00 per month effective upon Board approval and subject to availability of funds and existing auditing rules.

h. Proposal to Increase the Lodging Rates and Other Transient Fees at the LSU-Cebu Office

President Paciencia P. Milan presented to the Board the proposal to increase the lodging rates and other Transient fees at the LSU-Cebu office. President Milan informed the body that this proposal was discussed and approved by the University Administrative Council.

Regent Jose V. Mazo moved for the approval of the proposal to increase the lodging rates and other transient fees at the LSU-Cebu office. Regent Edwin C. Codilla seconded the motion. The Board passed

#### Board Resolution No. 61, s. 2002

Approving the proposal to increase the lodging rates and other transient fees at the LSU-Cebu office effective upon Board approval.

	Ne	ew Rate/Day
Transient Fee		
(for using water, electricity, &/or other Cebu Office facilities)	P	20.00/person
Lodging Rates:		
LSU Students	P	50.00/person
LSU Employees		
Non-Aircon Room	" P	80.00/person
Aircon Room		•
1 to 2 persons only	P	300.00/room
3 to 6 persons	P	100.00/person
Non-working Dependents of LSU Employ	ees	
Non-Aircon Room	P	50.00/person
Aircon Room		
1 to 2 persons only	P	300.00/room
3 to 6 persons	P	100.00/person
Working Dependents of LSU Employees		
Non-Aircon Room	P	80.00/person
Aircon Room		
1 to 2 persons only	P	300.00/room
3 to 6 persons	P	100.00/person
Non-LSU employees		
Non-Aircon Room	P	100.00/person
Aircon Room		
1 to 2 persons only	P	450.00/room
3 to 6 persons	P	150.00/person

#### Proposal to Increase Service Fees in the University Recreation Center

President Paciencia P. Milan presented to the Board the proposal to increase the service fees in the University Recreation Center. The increase in rates is necessary in view of the need to repair and upgrade the facilities of the center. President Milan informed the body that this proposal was discussed and approved by the University Administrative Council.

Regent Jeffery Lloyd L. Cagande moved for the approval of the proposal to increase the service fees in the University Recreation Center as presented. Regent Rolet M. Palacio seconded the motion. The Board passed

Board Resolution No. 62, s. 2002

Approving the proposal to increase the service fees in the

REC	CREATION	STUDENTS W/	LSU FACULTY / STAFF		<u>VISITORS</u>	STU	JDENTS W/O LSU ID
1. 2. 3. 4.	Bowling P Billiard Table Tennis Chess/Bingo/ Boggle	8.00/game 8.00/hr 4.00/hr 2.00/hr	P 10.00/game 10.00/hr 5.00/hr 2.5/hr	Р	15.00/game 10.00/hr 5.00/hr 2.5/hr	Р	10.00/game 10.00/hr 5.00/hr 2.5/hr
5. 6.	Guitar and Dart Checkers Snakes & Ladder	4.00/hr 2.00/hr 1.00/hr	5.00/hr 2.00/hr 1.50/hr		5.00/hr 2.00/hr 1.50/hr		5.00/hr 2.00/hr 1.50/hr

University Recreation Center effective upon Board approval.

#### j. Proposal to Increase the Student Handbook Fee

President Paciencia P. Milan presented to the Board the proposal to increase the Student Handbook fee. The proposal was prepared by the Office of Student Affairs and was discussed and approved by the University Administrative Council. President Milan emphasized that only the incoming freshmen students will be required to acquire this handbook.

Regent Rebecca V. Barbusa moved for the approval of the proposal to increase the Student Handbook fee as presented effective First Semester SY 2002-2003. Regent Edwin C. Codilla seconded the motion. The Board passed

#### Board Resolution No. 63, s. 2002

Approving the proposal to increase the Student Handbook fee from P30.00 to P 100.00 effective First Semester SY 2002-2003.

k. Request to Change the Retainership Contract for the Legal Counsel of LSU

President Paciencia P. Milan informed the Board that this proposal is based on the old retainership contracts of previous legal counsels of the University. Included in the proposal are: a Court Appearance fee of P500.00 per court appearance; a fee of P5,000.00 per decided case; plus a reasonable travel allowance. This is on top of the monthly retainer's fee of P5,000.00

The Board, after carefully looking over the documents presented, interposed no objections to the proposal. Regent Jose V. Mazo moved for the approval of the proposal as presented. Regent Edwin C. Codilla seconded the motion. The Board passed

#### Board Resolution No. 64, s. 2002

Approving the request to change the retainership contract for the Legal Counsel of LSU effective upon Board approval.

#### 1. Use of Income

President Paciencia P. Milan informed the Board that of the external campuses, only the Isabel Campus has presented income covering the period March to April 2002 in the amount of P76,032.00. The projected expenses include: Office Supplies – P43,032.00; General Services – P8,000.00; Books P25,000.00; and Furniture and Fixtures – P25,000.00.

For the Main Campus, the sources of income include: tuition and school fees, business operations, rental collections and othe sources amounting to P2,660,461.00. For use of income, funds will be utilized for the following: Personal Services – P72,000.00; MOOE – 388,000; Equipment/Book Outlay – P881,515.00; and IT Equipmen and Software – P750,000.00.

After carefully going over the documents presented, the Board approved the proposal as presented. Regent Edwin C. Codilla moved for the approval of the proposal as presented. Regent Rolet M. Palacic seconded the motion. The Board passed

#### Board Resolution No. 65, s. 2002

Approving the request for use of income from the Main Campus and the Isabel campus as presented.

m. Implementing Rules and Regulations (IRR) of the Anti-Sexual Harassment Act of 1995

President Paciencia P. Milan informed the Board that this proposal is based on the Anti-Sexual Harassment Act of 1995. The Civil Service Commission (CSC) has required that all agencies of government, including SUCs, to come up with their own IRRs as contained in Rule XII, Section 58 of CSC Resolution No. 01-0940. The proposed University IRR has been presented and approved by the University Administrative Council for final approval by the Board of Regents.

Chairperson Ester A. Garcia requested the members of the Board of Regents to concentrate at page 2 of the proposal which shows the penalties imposed.

Regent Jose V. Mazo inquired why the penalties under the IRR of the University are quite stringent. Chairperson Garcia commented

that the proposed IRR should not go beyond what the law already provides (as penalties).

President Milan replied that the University's IRR adopts the penalties indicated in the Anti-Sexual Harassment Act of 1995. The "lighter penalty" is what is contained in CSC Resolution No. 01-0940 (Administrative Disciplinary Rules on Sexual Harassment).

M. Tan moved for the approval of the proposal as presented. Regent Jose V. Mazo seconded the motion. The Board passed

#### Board Resolution No. 66, s. 2002

Approving the LSU Implementing Rules and Regulations (IRR) of the Anti-Sexual Harassment Act of 1995 as presented.

n. Appeal of Dr. Antonio L. Acedo to go on Sabbatical Leave for One (1) Year Instead of Six (6) Months

President Paciencia P. Milan informed the Board that Dr. Acedo has made an appeal to her yesterday that he be allowed to enjoy a one-year sabbatical leave next year instead of the six-months that the BOR already approved for this year. He decided to postpone his sabbatical leave in the hope that he will be allowed a one-year sabbatical leave. Dr. Acedo's home department has approved his request for the deferment of his sabbatical leave until next year.

Regent Perla M. Tan commented that based on her talk with Dr. Acedo, he would really want to go on sabbatical this year but was not prepared to accept a six-months leave. His main reason for wanting to enjoy his leave this year is because of his foreign commitments. However, if the Board will not reconsider the approved six-month sabbatical leave, he would be amenable to go on sabbatical leave next year for as long as it will be one full year.

Chairperson Garcia suggested that Dr. Acedo should write directly to the Board his real intentions to dispel any ambiguity relative to his request for reconsideration.

However, Regent Tan insisted that Dr. Acedo would really want to enjoy a one-year sabbatical this year rather than next year.

After some more discussions and in deference to Regent Tan's insistence, Chairperson Garcia requested a vote on the appeal of Dr Acedo for a reconsideration of his approved sabbatical leave this year from six-months to one-year.

Six members of the Board voted to uphold its original decision to give Dr. Antonio L. Acedo a six-month sabbatical leave of absence this year while four members voted to give Dr. Acedo a one-year sabbatical leave of absence.

Chairperson Garcia made it clear that the Board of Regents had decided to deny the appeal of Dr. Antonio L. Acedo for reconsideration on his sabbatical leave earlier approved by the Board of Regents. The Board passed

#### Board Resolution No. 67, s. 2002

Denying the request filed by Dr. Antonio L. Acedo for reconsideration on the length of his sabbatical leave of absence from six months to one year for SY 2002-2003.

 Request of the ViSCA Foundation Elementary School (VFES) fo Some Assistance from the University

President Paciencia P. Milan informed the Board that this request was made due to the loss of the income generating project that have been withdrawn by the University. The specific assistance requested include: (1) exemption from the payment of electricity bills (2) provision of labor services for the maintenance of the school buildings and other facilities; (3) provision of supplies and materials

and (4) 50% discount on those of University facilities like the Convention Center and the CCE.

Chairperson Garcia inquired from President Milan how much this package of assistance would cost the University.

President Milan replied that she is unable to give an exact figure. However, in the past the University provided VFES with a P250,000.00 subsidy in the form of supplies and materials. Furthermore, VFES also did not pay for electricity.

The Board, by unanimous vote, decided to "approve in principle" the request of VFES provided that a breakdown of the cost of the "aid package" requested be submitted to the Board for consideration.

Regent Guindolino R. Gerona moved for the approval of the request of VFES for assistance subject to the submission of a detailed breakdown of the cost of the requested "aid package". Regent Rolet M. Palacio seconded the motion. The Board passed

#### Board Resolution No. 68, s. 2002

Approving, in principle, the request for assistance by the ViSCA Foundation Elementary School (VFES) subject to the submission of a detailed breakdown of the cost of each item of aid being requested.

p. Request of Dr. Emma S. Data for Permission to Cut Three (3) Gmelina Trees Planted in Her Backyard

President Paciencia P. Milan informed the Board that this request was made due to possible threat to life and property posed by these trees. The trees were planted by Dr. Data herself about 11 years ago.

The Board was amenable to the request on condition that the will be a 50%-50% sharing between the University and Dr. Data of the lumber derived from the said trees.

Regent Guindolino R. Gerona moved for the approval of the request of Dr. Emma S. Data for permission to cut three (3) gmeling trees in her backyard provided that 50% of the total lumber derive from such trees be donated to the University. Regent Jose V. Maz seconded the motion. The Board passed

#### Board Resolution No. 69, s. 2002

Approving the request of Dr. Emma S. Data for permission to cut three (3) gmelina trees in her backyard PROVIDED *That* 50% of the lumber derived from said trees will be donated to the University.

q. Request of President Paciencia P. Milan for Authority to Travel to Germany from 29 June 2002 to 12 July 2002

President Paciencia P. Milan informed the Board that she had been invited by the Center for Agriculture in the Tropics and Subtropics of the University of Hohenheim, Germany and the Akademie fur Natur, Germany from 29 June 2002 until 12 July 2002. All expenses for this travel will be shouldered by the University of Hohenheim.

Regent Edwin C. Codilla Guindolino R. Gerona moved for the approval of the authority to travel requested by President Paciencia P. Milan. Regent Rolet M. Palacio seconded the motion. The Board passed

#### Board Resolution No. 70, s. 2002

Approving the request of President Paciencia P. Milan for authority to travel to Germany from 29 June 2002 to 12 July 2002.

#### C. OTHER MATTERS

1. Request of the Sangguiniang Bayan of Carigara for the Re-Integration of the Carigara College of Fisheries from the Leyte Institute of Technology (LIT) to the Leyte State University (LSU)

President Paciencia P. Milan informed the Board that the Sangguniang Bayan of Carigara has made representations with the Office of the LSU President for the reintegration of the Carigara College of Fisheries from the Leyte Institute of Technology (LIT) to the Leyte State University (LSU). The Office of the President of the Leyte State University has been furnished SB Resolution No. 02-126 passed by the SB of Carigara for this request for reintegration.

The Board called in the representatives of the Sangguniang Bayan of Carigara, Kagawad Aguilar and Kagawad Jacela. Kagawad Aguilar expressed her appreciation for having been accommodated in the Board meeting. She informed the Board that the Sangguniang Bayan requesting for the transfer of the Carigara College of Fisheries from the Leyte Institute of Technology to the Leyte State University. Furthermore, she requested clarification of the basis why the Carigara College of Fisheries was integrated with the Leyte Institute of Technology and not to the Leyte State University which would have been more appropriate.

Chairperson Garcia informed the SB representatives this "integration" was based on the special provisions of the General Appropriations Act. It would not really be a problem transferring the school to LSU by virtue of the General Appropriations Act of 2003. However, there has to be a strong multi-sectoral support for this transfer by the community at large (of Carigara) as well as the faculty/staff, students, and even parents of the Carigara College of

Fisheries. Only after this will the Boards of LIT and LSU discuss the issue.

Chairperson Garcia shared with everybody a similar experience she had in a school in Surigao wherein after all was said and done, the community eventually manifested its disapproval on what happened. The CHED and TESDA were blamed. It is for this reason that Chairperson Garcia cautioned the Board and the proponents of the transfer to make sure that the whole community is supportive of the "new deal" and not just the "political leaders".

The Board decided to hold in abeyance any action on the matter until after a consensus between the different personalities involved is reached. Chairperson Garcia stated that the LSU Board has to study the matter very carefully and that the Board of Trustees of the Leyte Institute of Technology has to be consulted on the matter.

#### 2. Leyte-Bohol Interconnection Project

President Paciencia P. Milan informed the Board that there are some staff of the National Power Corporation and a representative of the Presidential Assistant for Eastern Visayas who would like to make a presentation of the ROW request for the Leyte-Bohol Interconnection Project.

Mr. Levi Villaluna, the NPC LBIP Representative, informed the Board that they have been meeting with different groups since November 2001 and a consultation was held at LSU last 15 December 2001. As a result of the consultations conducted, the LBIP already has a ROW for the Municipality of Baybay except for LSU. He further indicated that NPC formally requested for ROW from the University since 18 December 2001.

The University Secretary commented that the ROW request of NPC was devoid of any plans, technical details and other important documents which prevented the intelligent discussion within the University relative to the NPC ROW request. It was only after several letters did NPC-LBPI personnel provide us with the necessary documents. The University Administrative Council decided to carefully study the documents presented by NPC-LBIP.

Mr. Villaluna informed the Board that based on their timetable, the LBIP is scheduled to start this coming August 2002. It is for this reason that NPC felt it necessary to approach the Board of Regents to directly appeal for the granting of ROW to NPC-LBIP within the LSU campus. The JBIC loan money is already deposited in the account of NPC and will expire by July 2003 if it is not utilized.

Chairperson Garcia inquired from Mr. Villaluna if NPC is already paying any interest or other fees for this money. Mr. Villaluna replied that NPC is already paying commitment fees for the JBIC loan package.

Mr. Villaluna assured the Board that if the LBIP was granted ROW trough the campus, it will follow the existing Ormoc-Maasin line in order to eliminate the possibility of cutting trees. Furthermore, no roads will be built and that the materials will be hauled manually to minimize any damage to the environment.

Chairperson Garcia informed the NPC-LBIP personnel that the Board had previously decided to just listen to the NPC-LBIP proposal but that it will not make any decision on the matter until after the usual processes and procedures of the University are fully complied with. This means that it will be the University Administrative Council that will discuss and determine the acceptability of the NPC-LBIP

ADCO will meet only much later in the month, the Board decided t just listen to your proposal but no decision will be made in the regard.

Chairperson Garcia assured the NPC-LBIP personnel that the Board may be convened to a special meeting when the ADCO shat have favorably endorsed an agreed ROW for the LBIP.

#### 3. Alumni Concerns

Regent Guindolino R. Gerona presented to the Board some of the concerns of the LSU Alumni on two (2) issues: (1) change in the anniversary dates; and (2) policy pronouncement by the Administration on the non-hiring of ViSCA/LSU graduates.

#### (1) Change in Anniversary Date

On the first issue, Regent Gerona indicated that the change in anniversary dates is not well disseminated to the alumni and is causing some confusion especially to the alumn from foreign countries.

President Milan replied that the ADCO approved the moving of the anniversary celebration from July to August to make it coincide with the actual conversion into a university. President Milan requested the Alumni Regent to pass on this information to the alumni. The Office of Alumni Affairs has already disseminated the change in anniversary dates since lass summer. President Milan expressed her regrets for not having informed the Board on this matter.

Chairperson Garcia commented that inasmuch as this is an administrative matter, the Board does not have to make a

ruling on this. However, if it's the desire of the President to put this before the Board, then the Board can act on it.

Regent Gerona stated that some of the alumni are expected to come by batch or by class organization this coming July for the Alumni Homecoming.

President Milan indicated that the Administration will very much welcome the alumni who will come over in July for an Alumni Homecoming. However, the anniversary will be held in August as planned.

#### (2) New Policy Pronouncement

Regent Guindolino R. Gerona stated that with the conversion of ViSCA into LSU, there are a number of employment opportunities for our graduates and alumni. However, there has been a policy pronouncement from the Administration advising the different internal colleges not to hire ViSCA/LSU graduates and this has caused a lot of concern among the alumni.

President Milan replied that the advisory was made to improve the vigor of the faculty of the different colleges. Operationally, this would mean that all applicants for positions have to be rigorously screened and all things equal, an outsider allying for the said position should be hired. This is to prevent too much inbreeding such that no new ideas will come into the university. However, to dispel the notion that the Administration is not hiring our own graduates despite their proven abilities, LSU has hired Mr. William Hubahib as a Research Assistant and Mr. Rolly Fuentes as a part-time teacher in Chemistry. Apparently, the statement was taken out of context.

4. Proposed Fees for Requested Subjects

President Milan informed the Board about the need to increase

as well as standardize the fees charged for requested courses. Th

present practice is that the fees charged to students is dependent upo

the basic salary of the staff expected to handle the course. Th

increase in rates is necessary to cover the needed expenses. This

proposal has been approved by the University Administrative Counc

and recommended to the Board of Regents for approval.

Regent Perla M. Tan moved for the approval of proposal a

presented. Regent Rebecca M. Barbusa seconded the motion. Th

Board passed

Board Resolution No. 71, s 2002

Approving the proposed fees for requested courses a

presented effective upon Board approval.

IX. ADJOURNMENT

After all items were discussed, Chairperson Ester A. Garcia requested for the

adjournment of the meeting. President Paciencia P. Milan moved for the

adjournment of the meeting. Regent Rolet M. Palacio seconded the motion.

The 5th Board of Regents (BOR) Meeting of the Leyte State University wa

adjourned at 1:33 p.m.

Certified True and Correct

Attested:

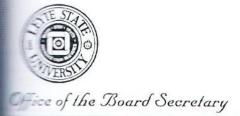
PACIENCIA P. MILAN

President

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## **ATTACHMENTS**

#### LEYTE STATE UNIVERSITY Visca, Baybay, Leyte 6521 A Philippines



11 June 2002

#### The Honorable Chairman and Members of the LSU Board of Regents

Ladies: Gentlemen:

I am hereby presenting to the Board of Regents the "Workload of Key Administration Officials" as requested by the Board when it deliberated the Proposed Research and Extension Guidelines during the 3<sup>rd</sup> Board of Regents meeting last 08 February 2002.

As can be noted, a few key administration officials have a heavy research workload. Their research work have been on-going prior to their being appointed to administrative positions. Much as the Administration would like to reduce their research workloads, it is unable to do so due to previous commitment on their part.

It is, therefore, suggested that the Board determine the actual workload for key administrators insofar as instruction, research and administration are concerned so that these officials may be properly guided.

Very truly yours,

PACIENCIA P. MILAN President

# WORKLOAD OF CENTER DIRECTORS, DEANS & VPs (2ND Semester, SY 2001-2002)

	Workload				
Name	Instruction	Research & Extension	Administration		
	2.87	22.50	10.00		
Dr. Lelita R. Gonzal - NARC	(8%)	(64%)	(28%)		
	10.44	5.50	10.00		
Dr. Roberto C. Guarte - NCRC-V	(40%)	(21%)	(39%)		
	3.99	6.00	10.00		
Dr. Zosimo M. dela Rosa - FARMI	(20%)	(30%)	(50%)		
	2.06	24.00	10.00		
Prof. Algerico M. Mariscal - PhilRootcrops	(6%)	(66%)	(28%)		
	7.06		10.00		
Prof. Remedios Russel - IHK	(41%)		(59%)		
	3.53		10.00		
Dr. Oscar B. Posas - CA	(26%)		(74%)		
	12.11	3.50	10.00		
Dr. Erlinda O. Landerito - CAS	(47%)	(14%)	(39%)		
	8.12	3.00	10.00		
Dr. Eduardo O. Mangaoang - COF	(38%)	(14%)	(48%)		
	10.71	6.00	10.00		
Dr. Gregorio J. Galinato - CEAI	(40%)	(22%)	(38%)		
	14.09	5.00	10.00		
Dr. Tomas J. Fernandez, Jr CVM	(48%)	(17%)	(35%)		
	12.00	1	10.00		
Dr. Dolores L. Alcober - CE	(54%)		(46%)		
	5.39	6.00	10.00		
Dr. Lina T. Villacarlos - OGS	(25%)	(28%)	(47%)		
	13.12	120,07	10.00		
Dr. Corazon B. Batoy - OSA	(57%)		(43%)		
		17.00	12.00		
Dr. Jose L. Bacusmo - OVPRE		(58%)	(42%)		
£	8.83	16.00	10.00		
Dr. Manuel K. Palomar	(25%)	(46%)	(29%)		
	11.23	11070)	10.00		
Dr. Jose M. Alkuino, Jr OVPAF	(53%)		(47%)		

# BS IN COMPUTER SCIENCE (BSCS) Calendar of Payment, SY 2002-2006

X.	CATEGORY	NO. OF	HOURS	CREDIT	COST PER	Lab	Miscel-	TOTAL COST
		Lecture	Lab	UNITS	UNIT	Fee	laneous	
M3 Har)					(In Dess)			
101	-				(In Peso)			
	Fundamental	2	3	3	526			1,578.00
	Basic	3	3	4	40	100		260.00
	Basic	3			40			120.00
	Basic	3		3 3 3	40			120.00
	Basic	3		3	40			120.00
3	Basic	3		3	40			120.00
1	Reqd Course	2		(2)	40			80.00
	Reqd Course	3		(3)	60			180.00
							405	405.00
	Total			24				2,983.00
	Fundamental	2	3	3	526			1,578.00
	Basic	3	3	4	40	100		260.00
	Basic	3		3	40			120.00
	Basic	3		3	40			120.00
	Basic	3		3	40			120.00
	Basic	3		3	40			120.00
	Reqd Course	3 3 2 3		(2)	40			80.00
	Reqd Course	3		(3)	60		105	180.00
	Total			24			405	405.00 2,983.00
- /								
10-4 East)								
		_		_				
	Reqd Math& Stat	5		5	40			200.00
	Major-Lect only Major-Lect/Lab	3	3	3	200 526			600.00
	Basic	2 3 2	3	3	40			1,578.00
	Basic	2	3	4	40	100	1	260.00
	Basic	3	ŭ	3	40	100		120.00
	Reqd Course	2		(2)	40			80.00
			7. Co 110 12 - 10 - 20 - 20 - 20 - 20 - 20 -				405	405.00
	Total			23				3,363.00
	Reqd Math& Stat	5		5	40			200.00
	Major-Lect only	3		5 3	200		1	600.00
	Major-Lect/Lab	2	3	3	526		1	1,578.00
	Fundamental	2	3	3	40	100		220.00
	Fundamental	2	3	3	40	100		220.00
5	Mandated	2 2 2 3 2		3	40	1010 (2000)		120.00
	Reqd Course	2		(2)	40			80.00
	<b>-</b>						405	405.00
	Total			22				3,423.00

ITEM	CATEGORY	NO. OF	HOURS	CREDIT	COST PER	Lab	Miscel-
		Lecture	Lab	UNITS	UNIT	Fee	laneous
0004 0005							
2004-2005							
(Third Year) 1st Sem.					1		
	Basic	2		2	40		
Eng 21	Committee and Committee of Comm	3		3	11,255,360 7		
Fil 25 Math 131	Basic	3		3	40		
	Reqd Math& Stat	3	2	3	40		
CS 113	Major-Lect/Lab	2	3	3	526		
CS 123 CS 133	Major-Lect/Lab	2	3	3	526		
CS 135	Major-Lect/Lab Major-Lect/Lab	3 3 2 2 2 2	3	3	526 526		
03 133	Major-LecuLab		3	3	320		405
	Total			21			100
and Sam							
2nd Sem. Fil 26	Basic	3		3	40		
Soc Sci 14	Basic	3		3	40		
CS 124		3		3	200		
	Major-Lect only	2	2	3	526		
CS 136 CS 138	Major-Lect/Lab	2	3		CMCCHRISTIC		
	Major-Lect/Lab	2		3	526		
CS 139	Major-Lect/Lab	2 2	3	3	526	100	
Stat 136	Reqd Math& Stat		3	3	40	100	405
	Total			21			403
2005-2006							
(Fourth Year)					1		
1st Sem.				7			
Soc Sci 16	Mandated	3		3	40		
CS 142	Major-Lect/Lab	2	3	3	526		
CS 143	Major-Lect/Lab	2	3	3	526		
CS 145	Major-Lect/Lab	2 2 2 2 2 3	3	3	526		
CS 147	Major-Lect/Lab	2	3	3	526		
CS 198	Major-Lect only	3		3	200		
CS 200	Major-Lab only	2	3	2	526		405
	Total			20			405
2nd Sem.							
CS 144	Major-Lect/Lab	2	3	3	526		
CS 148	Major-Lect/Lab	2	3	3	526		
CS 192	Major-Lect only	2 2 3 1		3	200		
CS 199	Major-Lect only			1	200		
CS 200	Major-Lecture	3		3	200		
	-Laboratory	1		1	526		
	Total			14			405
	Total			14			
1	ND TOTAL	1		169			

 $v=\bar{\kappa}$ 

#### MEMORANDUM OF AGREEMENT

KNOW ALL MEN BY THESE PRESENTS:

This Agreement made and entered into in Baybay, Leyte Philippines by and between:

The LEYTE STATE UNIVERSITY (LSU), an institution of higher learning established under Pres. Decree No. 470 as amended by Pres. Decree No. 700, with principal office at Baybay, Leyte, duly represented by DR. PACIENCIA P. MILAN, President, hereinafter referred to as the University;

-and-

The Visca EDUCATIONAL FOUNDATION, INC., Visca, Baybay, Leyte with SEC Registration No. V-218, represented by MARIA AURORA TERESITA, chairman, hereinafter referred to as the FOUNDATION;

#### WITNESSETH:

WHEREAS, the University and the Foundation entered into a Memorandum of Agreement on December 3, 1998 wherein the University leased to the Foundation for a period of ten (10) year (January 1, 1999 to December 31, 2008), the coconut project owned by University for P30,000.00 per annum. Said agreement was entered as Doc. No. 291, Page No. 20, Book No. 15, series of 1998 of the National Register of Atty. Renato M. Rances.

WHEREAS, one of the salient provision of the agreement was for the Foundation to manage the project and at the same time, said project can be used as on the job training laboratory of students in Agribusiness, Home Economics Technician and B.S. Agriculture;

WHEREAS, the University felt it was more advantageous to the University at that time to have the project leased to the Foundation and at the same time retain the project as laboratory for its students undertaking on-the-job training;

WHEREAS, lately, however, the Philippine government has considered colleges and Universities (SUCS) as corporate agencies and therefore has to generate income out of its facilities;

WHEREAS, the University, as one of the SUCS, its allotment for MOOE will be reduced by 25% per year starting year 2001 until no more amount will be given for its maintenance and operating expenditure and as such, it is a must for the University to generate enough income out of its assets and other facilities to finance its operations;

WHEREAS, because of this move by the government, there is a need for the University to have the MOA it entered into with VEFI rescinded to enable the University to actually manage its own coconut project in order to generate enough income to augment its fund for maintenance and operating expenditures;

NOW, THEREFORE, for and in consideration of the premises, the parties hereby agree to terminate and resci above-mentioned MOA effective upon signing of this agree IN WITNESS WHEREOF, we have hereunto set our hand the day of June 2002 at Baybay, Leyte, Philippines.
LEYTE STATE UNIVERSITY VISCA EDUCATIONAL FOUNDATION, Visca, Baybay, Leyte Visca, Baybay, Leyte
By:
PACIENCIA P. MILAN MARIA AURORA TERESITA President Chairman (First Party) (Second Party)
Signed in the presence of:
1 2
REPUBLIC OF THE PHILIPPINES) PROVINCE OF LEYTE ) S.S. MUNICIPALITY OF BAYBAY )
BEFORE ME, thisth day of June, 2002 at Baybay, personally appeared Dr. Paciencia P. Milan with Comm Receipt Noon, 2002 at Baybay, Leyt Maria Aurora Teresita with Comm. Tax Receipt Noissued on, 2002 at Baybay, Leyte, known to me the same persons who executed the foregoing instrument anacknowledged to me that the same is their voluntary ac deed.
WITNESS MY HAND AND SEAL on the date and place first given.
Notary Public
Doc. No. Page No. Book No. Series of 2002

### DESIGNATED POSITIONS

	NAME	<b>POSITION</b>	<b>EFFECTIVITY</b>
1.	LAUZON, Roberta D.	Project Manager (LSU Hostel)	6/1/02-12/31/02
2.	TABADA, Ma. Aurora Teresita W.	Head, Anti-Sexual Harassment	6/1/02-12/31/02
3.	DAGOY, Fe J.	Principal, VFES	6/1/02-05/31/03
4.	POSAS, Oscar B.	LSU Representative to the VEFI Board	6/1/02-05/31/03
		Dean, CA	05/16/02-12/31/02
5.	LANDERITO, Erlinda O	Dean, CAS	05/16/02-12/31/02
6.	GALINATO, Gregorio J.	Dean, CEAI	05/16/02-12/31/02
7.	ALCOBER, Dolores L.	Dean, CE	05/16/02-12/31/02
8.	MANGAOANG, Eduardo O.	Dean, CF	05/16/02-12/31/02
9.	FERNANDEZ, Tomas Jr. J.	Dean, DVM	05/16/02-12/31/02



## **GRADUATE SCHOOL**

Leyte State University

Visca, Baybay, Leyte

# Candidates for Graduation, Summer 2002

(Graduate Students)

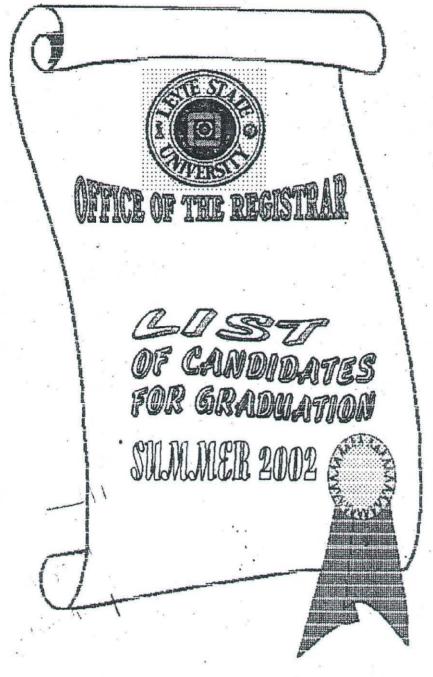
### Summary

Master of Agricultural Development Ag. Tech.Educ. = 1

Master of Science

Dev. Comm. = 1Food Sci. & Tech. = 1

Total 3



Summary
Course Total

Endermoduste

BAS I
DVM

BSA
BSAB
BSAC
BSAE
BSAGEd
BSAgEd
PSDC
BSF
BSFT
BSHE
BSS
HET

Total 34

#### LEYTE STATE UNIVERSITY COLLEGE OF FISHERIES Tolosa Campus, Tolosa, Leyte

# LIST OF CANDIDATES FOR GRADUATION Summer 2002

#### BACHELOR OF SCIENCE IN FISHERIES

TUDENT NAME	HOME ADDRESS	MAJOR	STUDENT NO.
AGOT, PABLO A.	Tacloban City	Marine Fisheries	9962810
CAJATE, EDILBERTO T.	Tacloban City	Marine Fisheries	9929116
DACILLO, MARTIN A.	Palo, Leyte	Marine Fisheries	99641511
GABRANG, CARLOS P.	Palo, Leyte	Marine Fisheries	9610117
HERNANDEZ, LYDIA B.	Jiabong, W. Samar	Processing	9965109
LIWES, RICARDO T.	Lawaan, E Samar	Marine Fisheries	9910212
SARCOS, JAMES R.	Tacloban City	Marine Fisheries	9964101
PEÑA, RICARDO de la G.	Tacloban City	Marine Fisheries	9963018
VILLFANE, VALENTINO L.	Hilongos, Leyte	Marine Fisheries	9869811
TAN, WARLITO A. Markifo	Tacloban City	Processing	9870912
> for Malad wired on	e of 78/02a. 11/2e/rv -		

LEDONIA DE ASIS PALANIA, Ed. D College Dean 1, 1. Land for

Prepared by:

VIS II/Acting Registrar

# ALANGALANG CAMPUS Alangalang, Leyte

May 30, 2002

**Dr. Paciencia P. Milan** *President*Leyte State University
Baybay, Leyte

Thru: The University Registrar LSU, Baybay, Leyte

Madam:

I have the honor to recommend for graduation, Mr. Ces Capatoy Tante under the Bachelor of Agricultural Technolo program for Summer 2002. Mr. Tante has completed all the acaden requirements of the course last 2<sup>nd</sup> Semester 2001-2002 except 1 ROTC.

Pursuant to Rule VI - Transitory Provision of the Implementi Rules and Guidelines of the National Service Training Program (NST of Republic Act No. 9163 or the NSTP Act of 2001 which states the "The completion of ROTC training as a requisite for graduation is a saide for students who have completed all their academ requirements for their respective courses as certified by the school of the period of the effectivity of the NSTP Act of 2001, which is March 2 2002. The concerned students may apply for graduation with the respective school.", Mr. Tante's application for graduation is heret considered and recommended for approval.

Very truly yours,

College Administrator II

#### PROPOSAL TO RESTRUCTURE FILIPINO COURSES AT THE DEPARTMENT OF LIBERAL ARTS AND BEHAVIORAL SCIENCES

In view of LSU's realignment of curricular offerings to attain the objectives of the lowersity, and in accordance with the provisions of RA No. 7722, and in compliance with CHED Memorandum Order (CMO) No. 11, 3, 1999; the Department of Liberal and Behavioral Sciences proposes the following changes in the Filipino courses affered in the department.

#### La Change of Offering Number and Course Title

From Filipino 25 Sining ng Pakikipagtalastan to Filipino 11 Sining ng Pakikipagtalastasan at Retorika

Deskripsvon: Apat na makrong kasanavan sa komunikasyon at mga

pamaraan ng pagpapahayag

Rasyunal: Kailangang pag-aralan ang Filipino bilang isang wikang

dinamiko na gagamitin sa komunikasyong pasalita at pasulat. Lilinangin ang apat na makrong kasanayan sa pakikinig, pasalita, pagbasa at pagsulat sa pamaniagitan

ng iba't -ibang teksto at konteksto.

Sumasaklaw din ang kursong ito sa malikhaing pagsulat na may kaugnayan ng apat na paraan ng pagpapahayag: deskriptibo, naratibo, ekspositori at argumentibo at ng mga kasanayan sa pagsasalita at pagsulat na pagpapahayag bilang indibiduwal, bahagi ng emikong grupo, mamamayan at bahagi ng global na komunidad.

Note: Retorika is added as a suggested subject matter by CHED

#### E Change of Offering Number

From Filipino 26 to Filipino 12 Panitikang Filipino

Deskripsyon: Pahapyaw na kasaysayan at pagsusuri ng mga piling

kathang Filipino

Rasyunal: Ang kursong ito ay isang pag-aaral 'ng mga kammibo at

naangking anyo ng panitikang Filipino sa loob ng iba't ibang panahon sa kasaysayan ng kultura ng Pilipinas upang

matutuhan at masuri ang mga tradisyong bumubul panitikan ng mga Filipino at mapahalagahan ang mga pamamagitan ng pagtalakay sa lalong makabul kathang kumakatawan sa mga panahon ng kasaysay panitikan.

Pangunahing Kailangan: Filipino 11 3 oras bawat linggo 3 yunit

#### C. New Course to Offer

#### Filipino 21 Maunlad na Pagbasa at Pagsulat sa Wikang Filipino

Deskripsyon: Mga simulain at kasanayan sa pagbasa at pagsulat ng ibang "genre" ng panulatan

Rasyunal:

Ang kursong ito ay magbibigay-diin sa pagbasa at pagsulat bilang kasangkapan ng pagkatuto. Itun kursong ito ang mga paraan sa pagbasa ng iba't ibang ng mga textong nakasulat. Lilinangin din ang kasanayan sa pag-unawa, lalo na ang kritikal na pag-ugayundin ang ang kasanayan sa pagsulat ng iba't sulating pang-akademiko. Magiging batayang paka ang ukol sa humanidades at agham at teknolohiya.

Pangunahing kailangan: Filipino 11 3 oras bawat linggo (lek) 3 yunit

#### Rationale:

LSU, classified as GEC-B, needs only 6 units of Filipino for all except Education programs which need 9 units instead. Thus, Filipine specifically offered for Education students to comply with the needed nun units.

Moreover, there is a need to change this course number since, as a of policy, all GE courses are supposed to start with 11 to 19, and fundacourses, like Fil 21, are numbered 20 up. This is a course suggested by CH

# PROPOSAL TO CONVERT THE EXISTING BACHELOR OF SCIENCE IN AGRICULTURAL EDUCATION TO BACHELOR OF SECONDARY EDUCATION (BSED) AND BACHELOR OF ELEMENTARY EDUCATION (BEED)

#### Lationale

Republic Act 415 authorized the establishment of a teacher-education department and the legislative of teacher-training program in the Baybay National Agricultural School (now Leyte University). Thus, as early as 1950, LSU was already given the legislative mandate to a four-year professional degree program in teacher-training with emphasis on vocational miculture and related fields. Since then, LSU has been offering the teacher-training curriculum Bachelor of Science in Agricultural Education (BSAgEd) which originally focused on condary-school teaching. In 1986, Teaching Agriculture in the Elementary Schools (TAES) added to Crop Production and Animal Production as a major field so that BSAgEd graduates added to the teaching in the elementary schools.

Lately, however, BSAgEd graduates are having difficulty in getting employed in the milic elementary and secondary schools because of the preference of public school ministrators for graduates of the Bachelor of Secondary Education (BSED) and the Bachelor Elementary Education (BEED) over the BSAgEd graduates. The BSAgEd graduates are newed to be less versatile to teach the subjects under the New Elementary School Curriculum the New Secondary School curriculum than those in the BSED and BEED curricula.

The problem is further aggravated by the introduction of the 2002 Basic Education Duriculum (BEC) which emphasizes on Science, Math, English, Filipino and Makabayan bjects. Thus, there is a need to re-orient and revise the existing teacher-training program of under the BSAgEd curriculum so that it will be more relevant to improve the employability our graduates.

It is therefore proposed that the existing BSAgEd curriculum, which caters to both sementary and secondary teacher training (under different major fields), be converted into two separate degree programs: (the Bachelor of Secondary Education and the Bachelor of Elementary Education) as prescribed by the Department of Education. Moreover, these degrees are in line the competency requirements of the Revised Policies and Standards for Teacher Education CHED Memo No. 11 series of 1999) and the 2002 Basic Education Curriculum in accordance the Education Act of 1982.

This proposal is very timely with the conversion of the Department of Agricultural ducation and Extension into the College of Education under the Leyte State University System, while the college continues to pursue its mandate of teacher-education, it must also be flexible in curricular offerings so that it can meet the professional training needs of teachers in the processional system and thus promote quality education for all.

1 2 3	BACHELOR OF SECONDARY EDUCATION (BSED)
<b>4</b> L	Graduate Profile
5 6 7	Upon completion of the Bachelor of Secondary Education curriculum, the grashall possess the following competencies or skills:
8	A. Cognitive
10 11	<ol> <li>Demonstrate adequate knowledge and understanding of the adolescent learner.</li> <li>Explain clearly the theories, laws and principles of learning applicable to the terms.</li> </ol>
12 13	of secondary school students.
14 15	4. Explain clearly the psychological, sociological, philosophical and legal bar
16 17	secondary education.  B. Affective
6 <sup>18</sup>	Share genuine love for teaching and a real concern for the welfare and develope
20 21 22	adolescent learners.
23 24	3. Display wholesome sensitivity to student needs and individual differences.
25 26	5. Initiate activities with patience and resourcemmess in leading slow learners and
27 28	6. Demonstrate love of country, its culture and arts and commitment to improvement.
29 30	C. Psychomotor
31 32 33 34 35 36 37 38	<ol> <li>Plan and organize instruction for high school students.</li> <li>Apply appropriate teaching methods considering anticipated learning outcom appropriate learning theories and principles.</li> <li>Prepare and use instructional materials/devices effectively.</li> <li>Monitor and evaluate learning outcomes properly.</li> <li>Participate actively in school-related and community outreach projects.</li> </ol>
39	II. Target Clientele
40 41 42 43 44 45 46	<ol> <li>High school graduates with an average grade of at least 85% or its equivalent senior year. Applicants with lower average but not less than 80% should pass aptitude test.</li> <li>Qualified students from other related fields who want to change/shift conformal programs with a GPA of at least 2.25 or its equivalent.</li> <li>BEEd graduates and graduates of non-education degrees who want to go into senior sen</li></ol>
Q 47 48	school teaching.
/ 49 / 50	III. Employment Opportunities
51 52 53 54	Teachers in public and private secondary schools.     Non-formal education teachers
55 56	IV. Curiculum
57 58	A. Major Fields of Specialization
59 60 61	Physical Education, Health, Music and Arts     Biology- Chemistry     Mathematics
62	2

ı	1	B.	Co	ourse Ana	dysis (BSED	))				
Į	2 3		1.	Genera	l Education					
P	4			OCIDE A	LAMONGEOUS					
ı	5			Course		Descriptive	Title		No. of Units	
ı	7			Lancoro	ge and Hum	varrities.				
ı	8			Languag	ge and limit	EURLIES				
١	9			English	11	Communication	on Skills I		3	
١	10			English	12	Communication			3	
ı	11			Speech	11	Speech Comm	unication		3	
ı	12			Hum	11	Introduction to	Humanities		3	
ı	13			Philo	12	Contemporary	Philosophical	Thoughts	3	
I	14			English	21	Introduction to			3	
ı	15			Filipino			kipagtalastasan	at Retorika	3	
ı	16 17			Filipino	12	Panitikang Fil	ipino		3	
ı	18							Sub-total	24	
I	19							Sur-wai	24	
1	20			Matheir	ratics and N	atural Sciences	š			
ı	21									
ı	22			Math	11	College Algeb	ra		3	
ı	23			Math	12	Plane Trigono			3	
ı	24			Phys	11	General Physi			4	
1	25			Bio	11	General Biolo			4	
1	26 27			Chem	11	General Chem	istry I		4	
I	28							Sub-total	40	
1	29			Social S	ciences			Suo-total	18	
1	30									
1	31			Psych	11	General Psych	ology		3	
ı	32		1	Socio	11	General Socio			3	
ı	33		•	Soc Sci	13	Socio-Econon			3	
1	34	:'		Soc Sci	14	Phil.Soc.Prob.	, Land Reform,	&Taxation	3	
1	35 36	r						Sub-total	12	
١	37		,	Mandat	ed Courses			Sus-wai	12	
1	38		1	27.354321744	vir com oro					
1	39	;		Soc Sci	15	Phil. History &			3	
	40			Soc Sci	16	Life and Work	s of Rizal		3	
	41		<i>!</i>						*** *** *** *** *** ***	
ı	42		į,					Sub-total	6	
	43							Total		60
	45	i i						iotai		OO
	46									
	47									
	48	ķ	2.	Fundam	ental Cours	es				
	49			~		D	7.13		AL STILL	
	50 51	1		Course		Descriptive T	itie		No. of Units	
	52	,								
	53			CS	21	Introduction to	Computers		3	
	54		•	Fil	21		agbasa at Pagsu	lat sa		
	55					Wikang Filipi	no		3	
	56									
	57							Calada 2		
	58							Sub-total	6	
	59 60									
	61							Total		6
	62									
							3			

	1	3.	Physica	I Education	Courses	
6	2 3 4		Course		Descriptive Title	No. of U
	5		PhyEd	11	Physical Fitness and Gymnastics	
	6		PhyEd	12	Rec'l Games, Rhythmic Activities & Dance	. 1
	7		PhyEd	13	Team Sports	1
	8		PhyEd	14	Individual Dual Sports	3
	9					
	10				Total	8
	11					
	12	4. Pro	ofessional	l Education	Courses:	
	13					
	14		Course		Descriptive Title	No. of L
	15		- 21			
	16		ProfEd	Control of the Contro	Foundations of Education I	3
600	17		Prof Ed		Human Growth, Learning & Development	3 3 ing 3 3
0	18		Prof Ed		Foundations of Education II	. 3
	19 20		Prof Ed		Principles, Methods and Strategies of Teach	ing 3
	21		Prof Ed Prof Ed		Guidance and Counseling	3
	22		Prof Ed		Tests, Measurement and Evaluation	100
	23		1101120	137	Social Philosophy I: Intro. to Social Philoso with Human Rights Concepts	
	24		Prof Ed	142	Social Philosophy II: General & Prof'l Ethi	cs 3 3 3 3 1
	25		Prof Ed	(TO) (100 TO) (100 TO)	Community Immersion	3
	26		Prof Ed		Non-formal Education	3
	27		ProfEd		Education Technology	3
	28		<b>ProfEd</b>		Introduction to Educational Research	3
	29		Prof Ed	195	Observation & Participation in Teaching	1
	30		Prof Ed	199	Undergraduate Seminar	1
	31		Prof Ed	200a	Student Teaching	12
Photo Service	32					
Cal	33				Total	
	34					
	35	e 11/	Ta: Car		and and attackment)	
	36 37	5. N	ajor Cou	irses " (Die	ase see attachment)	
	38		61 Dhe	veical Educe	ation, Health, Music and Arts - 36 units	
	39		0.1 1115	yolvai Lauce	aion, ricaidi, vidore and ruto	
	40	,	6.2 Bio	ology - Che	mistry - 40 units	
	41		0.2 21.	3105)		
	42	,	6.3 Ma	thematics	- 37 units	
	43				*	
	44					
	45					
4	46					
0	47					
	48					
	49					
	50					٠
	51 52					
	53					
	54					
,	55					
	56					
	57					
	58	* Th	e Departn	nent of Scien	nce Education envisions to offer the following	major field
	59	sp	ecializati	on, namely:	Physical Education, Health, Music and Arts; I	<b>Vathemetic</b>
	60	C	hemistry;	Physics-Ch	emistry; Biology-Physics; General Science; En	glish; Filip
	61			and Home I		

#### 56.

#### V. Courses For Institution\*

#### 1. ProfEd 121 - Foundations of Education I

Sociological, psychological and anthropological foundations of education.

Prerequisite Credit

: Socio 11 (General Sociology) : 3 units (3 hrs lec./week)

#### Rationale:

The course provides the learners with fundamental knowledge and principles about man, society and human behavior that are essential to the understanding and management of the educative process.

#### 2. ProfEd 122 - Human Growth, Learning and Development

Analysis of factors affecting the growth, development and behavior from infancy to adulthood and their implications for teaching and learning.

Prerequisite

: Prof Ed 121 (Foundations of Education I)

Credit

: 3 units(3 hrs. lec./week)

#### Rationale:

The course enables the learners to understand the different stages of human development and how they affect the teaching-learning process at every stage.

#### 3. ProfEd 124 - Foundations of Education II

Historical, philosophical and legal foundations of education

Prerequisite Credit

: Socio 11 (General Sociology)

: 3 units (3 hrs lec./week)

#### Rationale:

The course teaches the students with significant historical events, philosophical thoughts, and relevant legislative actions and decrees that influenced educational theory and practice in the Philippines.

#### 4. ProfEd 131-Principles, Methods and Strategies of Teaching

Theories and strategies in teaching; class management and procedures, including alternative teaching delivery modes.

Prerequisite

: Prof Ed 121 (Foundations of Education I)

Credit

: 3 units (3 hrs lec./week)

#### Rationale:

The course equips the students with the different principles and laws of learning behind the procedures and techniques in teaching. It enables them to adjust teaching methods and techniques to varied conditions and individual differences of learners. Furthermore, it also enhances student's proficiency in the use of suitable approaches in teaching a particular major field of specialization.

<sup>\*</sup> Professional Education courses are prescribed under CHED Memo # 11, s. of 1999 (Revised Policies and Standards for Teacher Education)

63

### Educ 134 - Tests, Measurement and Evaluation

Principles and concepts in educational test, measurement and evaluation; statistics used in interpreting test results.

Prerequisite

: Consent of Instructor

Credit

: 3 units (3 hrs. lec./week)

To:

11 12

14

15

#### Prof Ed 134

Same course number, title, description, prerequisite, number of hours and credit units.

#### Rationale:

The course name conforms with those prescribed in CHED Memo # 11, s. of 1999 (Revised Policies and Standards for Teacher Education).



## COLLEGE OF EDUCATION BACHELOR OF SECONDARY EDUCATION (BSED)

9 Ter	m	Com	se No and Descrip	otive Title	H	OURS
0					Lec	Lat
1	Bio	11	FIRST	YEAR		
2	Chem	11	General Biology		3	3
3	Engl	11	General Chemistry I		3	3
4	Math	11	Communication Skills	1	3	1
1st Sem		11	College Algebra		3	+
	SocSci		General Psychology		3	1
	PhyEd		Socio-Economic Syste	ms	3	
	NSTP	11	Physical Fitness & Gy	mnastics	2	-
	11011	11			3	
	Engl	12	To :		Tota	units
	Math	12	Communication Skills 1	I	3	- CALLES
	Fil	THE OWNER WHEN PERSON NAMED IN	Plane Trigonometry		3	
	LH	11	Sining ng Pakikipagtala	stasan	3	
	Socio	- 11	at Retorika		-	
2nd Sem		11	General Sociology		3	
and bein	SocSci	14	Phil.Soc.Prob., Land Re	f & Taxn	3	
		15	Philippine History and (	Constitution	3	
	SocSci	16	Life & Works of Rizal		3	
	PhyEd	12	Rec'l Games, Rhythmic	Act & Dance		
	NSTP	12		THE CO DMICE	2	
					3	
			SECOND Y	FAR	Total	uruits
	Fil	12	Panitikang Filipino		12	
	Hum	11	Introduction to Humaniti	es	3	
	ProfEd	121	Foundations of Education	o J	3	
	Phys	11	General Physics		3	
	CS	21	Introduction to Computer	25	3	3
	ProfEd	122	Human Growth, Learning	& Devit	2	3
st Sem	PhyEd	13	Team Sports	w Dev t	3	
	7				2	
,	Philo	12	Contemporary Philo. Tho	nahta	Total u	nits
; 1	ProfEd	124	Foundations of Education	TI TI	3	
1	Engl	21	Introduction to Literature	Ц	3	
1	Major Su				3	
į	Major Su	bject				
	Major Sul					
d Sem	Spch	11	Speech Communication			
	PhyEd	14	Individual Dual Sports		3	
1			Troub Plan Shous	1	2	

2 BSED				< check	klist >	-2-	
3 Term		Course 1	No and Descriptive Title	HO	URS	77 .4	D .:
4		Comse	No and Descriptive Title	Lec	Lab	Units	Rating
5			THIRD YEAR				
6	ProfEd	131	Prin., Mthds and Strategies of Teaching	3		3	
7	ProfEd	134	Tests, Measurement & Evaluation	3		3	
8	ProfEd	139	Social Philo I: Intro.to Soc.Philosophy,	3		3	
9			with Human Rights Concepts				
10	ProfEd	133	Guidance & Counseling	3		3	
11 1st Sem	Major Su		8	+-			
12	Major St						
13	Major St						
15				Total	units		
16	ProfEd	142	Social Philo II: Gen. and Prof'l Ethics	3		3	
17	ProfEd	144	Non Formal Education	3		3	
18	ProfEd	147	Introduction to Educational Research	2	3	3	
19	Fil	21	Mauniad na Pagbasa at Pagsulat	3		3	
20 2nd Sem			sa Wikang Filipino	1			
21	Major Su	hiect	and the many	-			-
22	Major Su			1			
23	Major Su						
24	Integral De	anjece.	<u> </u>	Total	units		
25	+		SUMMER	Total	dittes		
26	ProtEd	143	Community Immersion	1	6	3	
27	LIVILA	145	Community ministrator		lunits	3	-
28	1		FOURTH YEAR	LULA	Luncs	3	-
2	ProfEd	145	Education Technology	2	3	3	
30 1st Sem	Major Su	1700 1970	Zadendon reciniology	1 2	3	3	-
31	Major Su			+			-
33	Major Su		-	+			
34	ProfEd		Observation & Participation in Tchng	+	2	1	
35	ProfEd	199	Undergraduate Seminar	-	3	1	
38	FIVIEG	177	Tonder graduate Senima	T-4-3	units	1	
39 2nd Sem	ProfEd	200a	Student Teaching	1012	CHILLS !	10	
1	Protect	2004	Suident Teaching	75.4.		12	
40			C34-4334-4	1013	units	12	
41 head/flaha	A-11-11-10-00		Grand-total units*				
	cklist]2002		Gundinian Gonnace	•			
43			CERTIFIED CORRECT				
44	Summary		Education				

44 Summary:

45 General Education 60

46 Fundamental 6

47 Professional Education 50

48 Major/Field of Specialization 36-40\*\*

<sup>\*</sup> Total units depend upon raajor field of specialization

	1	VII. Faculty Profile		
	2 3 4	Faculty	Specialization	Proposed Courses to handle
	5	Virginita P. Albarico	Ph.D. Education	ProfEd 131 (Mathe
	7 8	Rosario P. Abela	M.S. Ag. Education	ProfEd 131, 133, 1
	9	Dolores L. Alcober	Ph.D. Extension Education	ProfEd147
	11 12 13 14	Edita S. Alumbro	BSEED (with Masteral units)`	ProfEd.131(Biolog Chemistry), 133, 19
	15	Edwin A. Balbarino	Ph.D. Ag. Extension	ProfEd 143
	16 17	Lijueraj J. Cuadra	Ph.D. Ag. Education	ProfEd 143, 147, 1
0	18 19 20	Celso P. Ensoy	M.S. Ag. Education (with Doctoral units)	ProfEd 121, 144, 1
	21 22	Leonardo M. Gapuz	M.Agr. (with Doctoral units)	ProfEd 139
	23 24	Julita A. Gapuz	Ph.D. Rural Prog. Mgt.	ProfEd 195, 200a
	25 26 27	Elizabeth N. Israel	MA Education (with Doctoral units)	ProfEd 131 (Biolog Chemis
	28 29	Rogelio A. Jaime	Ph.D. Extension Education	ProfEd 195, 200a
	30 31	Gina M. Nunez	BEED (with Masteral units)	ProfEd 131, 124, 1
(3	32 33 34	Vicente A. Quiton	Ed. D. Ag. Educ./Ed Philosophy	ProfEd 139, 142
	35 36 37	Antonia Cecilia Y. Sandoval	Ph.D. Com. Dev't	ProfEd 124
	38 39	Sixto P. Sandoval	Ph.D. Dev. Educ.	ProfEd 199, 122, 1-
	40 41	Affiliate Faculty		
	42 43	Dinah M. Albarico	BA Soc. Sci. (Psychology)	ProfEd 133/ProfEd
	44 45 46 47	Aurora S. Alkuino	MA Education (Psychology) (with Masteral units)	ProfEd 133
41	48 49	Myrna M. Avila	Ph.D. Comm. Devt.	ProfEd 139
	50 51 52	Chona U. Ampo-Brit	AB Psychology (with Masteral units)	ProfEd 133/ProfEd
	53 54	Basilio B. Dabuet	Ph.D. Comm. Devt.	ProfEd 143
	55 56	Salvador C. Dagoy	Ph.D. Ag. Extension	ProfEd 147
	57 58	Fe J. Dagoy	Ph.D. Education	Educ 121
	59 60 61 62	Buenaventura B. Dargantes	Dr. Ag.Sc. (Agro Ecology)	ProfEd 122
		3		

Junito A. Panonce	AB Psychology (with Masteral units)	ProfEd 133/ProfEd 122
Beverlo P. Pascual	Ph.D. Comm. Devt.	ProfEd 143
Carmencita S. Reyes	BS Ag.Ed. (with Masteral units)	ProfEd 133
Remedios R. Russel	MPE (Sports)	ProfEd 131 (PEHM)
Jude Nonie Sales	BS Dev Com (with Masteral units)	ProfEd 145
Efren B. Saz	MS Ag. Ed. (with Doctoral units)	ProfEd 142
Ma. Aurora Teresita W. Tabada	AB Psychology (with Masteral units)	ProfEd 139
Belita A. Vega	Ph.D. Rural Sociology	ProfEd 142

#### VIII. Facilities

The instruction facilities of the Department of Science Education (DSE) consist of seven classrooms, nine faculty offices, conference room, student organization's office, mini-library and laboratory farm.

Some equipment are also available to support the activities in instruction, such as two overhead projectors, two units computer, mimeographing machine, TV set, VHS, Karaoke, magnetic white board and drawing table.

#### Attachment I COLLEGE OF EDUCATION BACHELOR OF SECONDARY EDUCATION Major in Physical Education, Health, Music and Arts COURSE ANALYSIS No. of Units A. General Education Language and Humanities Mathematics and Natural Sciences Social Sciences Mandated Courses B. Fundamental Courses Computer Science and Filipino C. Professional Education D. Major Courses E. Physical Education (8) Total (excluding 8 units of PE)

#### Major Courses

# Existing Diploma Courses for Cross-Listing and Change in Name

Rationale: These courses have to be cross-listed to conform with the University-wide numbering system. The change in course name from PHED to PEHM is made because PHED stands for Physical Education only. Since the major field is Physical Education, Health, Music and Arts (PEHM), the change in course name to PEHM is necessary to broaden its meaning.

9 10

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No. of Units

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PEHM 101 (or PHED 101) - History & Development of Physical Education PEHM 102 (or PHED 102) - Organization & Management of Physical Education

PEHM 103 (or PHED 103) - Human Anatomy & Physiology PEHM 104 (or PHED 104) - Motor Skill Learning

PEHM 113 (or PHED 113) - Sports Management

PEHM 121 (or PHED 121) - Fundamental Rhythms PEHM 122 (or PHED 122) - Philippine Folk Dance

Courses for Institution

PEHM 107 - Music Education

Prerequisite

Credit

History and development of music; basic elements of music; structure of contemporary and modern music.

: Consent of Instructor

: 3 units (3 hrs. lec./week)

Rationale:

Students will gain basic understanding of music in relation to different rhythmic activities and the opportunity to study, observe and analyze modern, contemporary and present day music.

#### 2. PEHM 108 - Safety Education

Principles of first aid and emergency care, life-saving and water safety training.

: Consent of Instructor Prerequisite Credit : 3 units (3 hrs. lec./week)

Rationale:

The students will learn the basic knowledge in handling common injuries in various situations and how to administer and manage appropriate first aid and care.

#### PEHM 109 - School Health Education

Principles of health program planning, promotion, and innovative strategies in teaching health education.

: Consent of Instructor Prerequisite : 3 units (3 hrs. lec./week) Credit

#### Rationale:

This course will enable students to develop sound and effective health programs and instructions for a healthful school environment

2 4. PEHM 115 - Fundamentals of Gymnastics 3 Theory and practice of the basic skills of the different phases of gymnastics. 4 5 6 Prerequisite : Consent of Instructor 7 Credit : 3 units (2 hrs. lec.;3 hrs. lab./week) 8 9 Rationale: 10 Students will gain fundamental knowledge and techniques needed for the 11 teaching of the different phases of gymnastics. 12 13 PEHM 117 - Adapted Physical Education 14 15 Physical education programs for special groups. 16 17 18 : PEHM 103 (Human Anatomy & Physiology) Prerequisite 19 Credit : 3 units (3 hrs. lec./week) 20 21 Rationale: 22 23 The course enables students to classify skills and activities that will help the ind adjust to handicaps by teaching him to utilize his physical abilities to the fullest. 24 25 6. PEHM 125 - Integrated Arts Education 26 27 Survey and application of the different art forms in teaching. 28 29 30 : Humanities 11 (Introduction to Humanities) Prerequisite 31 : 3 units (1 hr. lec.; 6 hrs. lab./week) Credit 32 33 Rationale: 34 35 The students shall be taught experientially in the display and use of visus performing arts materials to enhance art appreciation and as an aid to teaching and lear 36 37

New LSU Curriculum Effective1st Sem.2002-03

# COLLEGE OF EDUCATION BACHELOR OF SECONDARY EDUCATION (BSED)

Major in Physical Education, Health, Music and Arts

0 7

#### < Checklist >

Torm	Course No. and Descriptive Title HOURS		T7_1/_	D.			
Term		Course No and Descriptive Title	Lec	Lab	Units	Rating	
	FIRST YEAR						
	Bio	11	General Biology	3	3	4	
	Chem	11	General Chemistry I	3	3	4	
	Engl	11	Communication Skills I	3		3	
	Math	11	College Algebra	3		3	
1st Sem	Psyc	11	General Psychology	3		3	
	SocSci	13	Socio-Economic Systems	3		3	
	PhyEd	11	Physical Fitness & Gynmastics	2		(2)	
	NSTP	11		3		(3)	
	1			Total	units	20	1
	Engl	12	Communication Skills II	3		3	
	Math	12	Plane Trigonometry	3		3	
	Fil	11	Sining ng Pakikipagtalastasan	3		3	
			at Retorika				
	Socio	11	General Sociology	3		3	
2nd Sem	SocSci	14	Phil. Soc. Prob., Land Ref & Taxn	3		3	
	SocSci	15	Philippine History and Constitution	3		3	
	SocSci	16	Life & Works of Rizal	3		3	-
	PhyEd	12	Rec'l Games, Rhythmic Act & Dance	2		(2)	
	NSTP	12		3 .		(3)	10.00
				Total	units	21	
			SECOND YEAR				
	Fil	12	Panitikang Filipino	3		3	1
	Hum	11	Introduction to Humanities	3		3	
	ProtEd	121	Foundations of Education I	3		3	
	Phys	11	General Physics	3	3	4	
	CS	21	Introduction to Computers	2	3	3	
	ProfEd	122	Human Growth, Learning & Dev't	3		3	
1st Sem	PhyEd	13	Team Sports	2		(2)	
				Total	units	19	
	Philo	12	Contemporary Philo. Thoughts	3	1	3	
	ProfEd	124	Foundations of Education II	3		3	
	Engl	21	Introduction to Literature	3		3	
	PEHM	101	History and Development of PE	3		3	
	PEHM	113	Sports Management	2		2	
	PEHM	107	Music Education	3		3	
2nd Sem	Spch	11	Speech Communication	3		3	-
4	PhyEd	14	Individual Dual Sports	2		(2)	
			1	Total		20	-

BSED				< checklist >		
Term		Course ?	No and Descriptive Title	HOURS		
				Lec	Lab	
	Dec 600 à	101	THIRD YEAR			
	ProfEd	131	Prin., Methods and Strategies of			
	Days 65. 4	101	Teaching (PEHM)	3		
	ProfEd	134	Tests, Measurement & Evaluation	3		
	ProfEd	139	Social Philo I:Intro.to Soc. Philosophy,			
	ProfEd	122	with Human Rights Concepts	3		
1st Sem	PEHM	133	Guidance & Counseling	3		
The Beam	PEHM		Human Anatomy & Physiology	3		
	PEHM	121	Fundamental Rhythms	2		
	LEHIVI	113	Fundamentals of Gymnastics	3		
	ProfEd	142	G. : IDIN -	Total	units	
	ProtEd	144	Social Philo II: Gen. and Prof l Ethics	3		
	Fil	21	Non Formal Education	3		
	FB	21	Maurilad na Pagbasa at Pagsulat			
2nd Sem	PEHM	1.00	sa Wikang Filipino	3		
2110 00111	PEHM	102	Organization & Mgt. of PE	3		
	PEHM	104	Motor Skills Learning	3		
	LEBINI	122	Philippine Folk Dance	2		
	1			Total	units	
	ProfEd	1.42	SUMMER			
	FIUIEG	143	Community Immersion	1	6	
				Total	units	
	ProfEd	140	FOURTH YEAR			
1st Sem	ProfEd	145	Education Technology	2	3	
THE NAME	PEHM	109	Introduction to Educational Research	2	3	
	PEHM	117	School Health Education	3		
	PEHM		Adapted Physical Education	3		
	PEHM		Safety Education	3	100	
	ProfEd	195	Integrated Arts Education	1	6	
	ProtEd		Observation & Participation in Tchng		3	
	FIOIEU	199	Undergraduate Seminar			
nd Sem	ProfEd	200a	Student To- 1'	Total r	mits	
	LIVILA	2004	Student Teaching			
				Total u	mits	
sed/[/checl	diet12002		Grand-total units			
[,			GERMINIER GOLLEGE			
	Summary:		CERTIFIED CORRECT:			
	Julian,	General E	ducation			
		Fundamen		60		
				6		
			al Education	50		
		iviajoi/Fiel	d of Specialization	36		
				152		

-	PROCEETTROPILE	
3		
4	Faculty	Specialization
5		See Cital Sector
6		
7	Vicente B. Antipaso	MPE (Sports)
8		(-1)
9	Fermin P. Inoferio	BSED (PEHM)
10		,
11	Eliseo P. Pastrano	MA in Education PE (Sports)
12		
13	Remedios R. Russel	MPE (Sports)
15	Sherwin B. Salera	7077
16	Sherwin B. Salera	BSPE (Sports)
17	Mary Jean M. Sapan	DEED DE ( : 1 35 · · · · · ·
18	Way Scan W. Sapan	BEED-PE (with Masteral units)
19	Aleli A. Villocino	MSPE (Recreation/Music)
20	,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,	MEST E (Recreation Island)
21	Thelma C. Zafra	MAT-PE (Dance)
22		
23	Affiliate Faculty	
24	Name 1 1 2007	
25	Delsergs M. Abit	M.D.
26		
27	Edwin A. Pilapil	Ed.D. Lang. Teaching
28		
29 30		
31	EXISTING FACILITIES	
32	EXISTING PACIFIES	
33		
34	. The outdoor athletic fa	cilities of the University consist of three
35	field oval, soccer/football fie	eld, softball/baseball diamonds, sepak
36	courts, basketball courts and t	padminton courts. The gymnasium that h

**FACULTY PROFILE** 

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The outdoor athletic facilities of the University consist of three tennis courts, a track and field oval, soccer/football field, softball/baseball diamonds, sepak takraw courts, volleyball courts, basketball courts and badminton courts. The gymnasium that houses the indoor facilities has the following fixtures: a basketball court, two velleyball courts, three badminton courts and areas for gymnastics, dance, table tennis and taekwondo.

Courses to be Handled

**PEHM 113** 

**PEHM 109** 

**PEHM 101** 

**PEHM 102** 

**PEHM 104** 

**PEHM 103** 

**PEHM 125** 

PEHM 108, 117

PEHM 121, 107

PEHM 122, 115

Inside the Institute of Human Kinetics building, a physical conditioning room houses a complete set of 18-station Nissen physical conditioning gadgets, weights, 2 units 12-way treadmill and 2 units abdominal shaper.

There are six (6) classrooms where lecture and laboratory classes are being held.

## Attachment II

### COLLEGE OF EDUCATION BACHELOR OF SECONDARY EDUCATION Major in Biology - Chemistry

1		
2 3	Attachment II	
4		
5	BACHELOR OF SECONDARY EDUC	ATION
6	Major in Biology - Chemistry	
7		
8		
		No. of Units
10		
11	A. General Education	
12	T	
13	Language and Humanities	24
14	35.3	
	Mathematics and Natural Sciences	18
16 17	0-110:	
18	Social Sciences	12
19	Mandated Courses	
20	Mandated Courses	6
21		***********
22		60
23	B. Fundamental Courses	
24	2 Manual Cotta 303	
25	Computer Science and Filipino	6
26	The second secon	b
27		
28		6
29		v
30	C. Professional Education	50
31		
32	D. Major Courses	
33		
34	1. Biology	19
35	2. Chemistry	21
36	T and the second se	************
37	ſ	40
38 39	To The state of The state of	
40	E. Physical Education	(8)
41	i	
42		
43	Total	156
44	( excluding 8 units of PE)	
45	( excluding o miles of LE)	
100		

# Major Courses for Cross-Listing and Change in Name.

Rationale: These courses have to be cross-listed to conform with the University-wide numbering system. The change in course name from Biology or Chemistry to BCED is deemed necessary for easier identification of the major field of specialization.

## A. Biology - (all existing)

a (material)		
		No. of Units
BCED 121 (or Bot 21) BCED 122 (or Zoo 21) BCED 123 (or Eco 21) BCED 124 (or Bio 22) BCED 127 (or Bio 127) BCED 128 (or Bio 138)	<ul> <li>General Botany</li> <li>General Zoology</li> <li>Fundamentals of Ecology</li> <li>Principles of Genetics</li> <li>Elementary Physiology</li> <li>Intro. to Molecular &amp; Cell Biology</li> </ul>	3 3 3 4 3
		19
B. Chemistry - (all existing	<u>s</u> )	
BCED 131 (or Chem 21) BCED 132 (or Chem 31) BCED 133 (or Chem 111)	- General Chemistry II - Biochemistry - Thermochemistry and Chemical	3 3
BCED 134 (or Chem 112)	Equilibria	3
BCED 135 ( or Chem 125)	- Inorganic Chemistry I	4
BCED 136 (or Chem 161)	- Organic Chemistry I	5
( 01 0110111 101)	- Environmental Chemistry	3
		21

Note: Fundamental courses in other degree programs become major courses like in Philippine Normal University and Leyte Normal University.



New LS Effective1:

### COLLEGE OF EDUCATION BACHELOR OF SECONDARY EDUCATION (BSED) Major in Biology-Chemistry

-	C+2	5		
<	Cn	eck	ist	>

Term	n	Cour	se No and	Description my	H	OURS	T
	-		de 110 and	Descriptive Title	Lec	-	E
	To:			FIRST YEAR	- Dec	Lau	+
	Bio	11	General Bi	ology	3	3	-
	Chem	11	General Cl	iemisny I	3	3	-
	Engl	11	Communic	ation Skills I	3	1 3	
I of S	Math	11	College Ale	gebra	3	+	-
1st Sem		11	General Ps	ychology	3	+	-
-	SocSei	13	Socio-Econ	nomic Systems	3	+	_
	PhyEd	11	Physical Fi	tness & Gymnastics	2	+	
	NSTP	11			3	-	
	Engl	12	Communica	ntion Skills II		I mits	
	Math	12	Plane Trigo	nometry	3		
	Fil	11	Sining ng P	akikipagtalastasan	3		
			at Retorika	- raph a brangage and			
	Socio	11	General Soc	iology	3		
2nd Sem	SocSci	14	Phil Soc Pro	b.,Land Ref & Taxn	3		
	SocSci	15	Philippine H	istory and Constitution	3		
	SocSci	16	Life & Worl	es of Disal	3		
	PhyEd	12	Rec'l Game	S Of Rizar	3		1
	NSTP	12	Tatter Game	s, Rhythmic Act & Dance	2		(2
					3		(3
				CECOMD IT	Total	units	2
	Fil	12	Panitikang F	SECOND YEAR			
	Hum	11	Introduction	to Humanities	3		3
	Phys	11	General Phys	10 Humanities	3		3
st Sem	CS	21			3	3	4
	ProfEd	121	Foundation	to Computers	2	3	3
	ProtEd	122	Unman Com	of Education I	3		3
	PhyEd	13	Tanna Crast	rth, Learning & Dev't	3		3
	ZilyEd	13	Team Sports		2		(2)
	Philo	10	C		Total	units	19
	ProfEd	12	Contemporar	y Philo. Thoughts	3	-	3
		124	Foundations (	of Education II	3		3
<u> </u>	Engl	21	Introduction t		2	3	3
nd Sem	BCED	121	General Bota		2	3	3
id belli	BCED	122	General Zoo		2	3	3
· t	BCED	131	General Cher	mistry II	2	3	3
	Spch	11	Speech Comn	unication	3		3
•	PhyEd	14	Individual Dua	al Sports	2		(2)
/					Total u	mita	21

BSED	1				< chec	klist >	-2-	
Term	Course No and Descriptive Title		HOURS		Units	Rati		
	-				Lec	Lab	Omis	Ka
	D 60 1			THIRD YEAR				
	ProfEd	131	Prin., Mthds	and Strategies of Teaching				
	D 07.	-	(Biology-Che		3		3	
	ProfEd	134		rement & Evaluation	3		3	
	ProfEd	139	Social Philo I	Intro. to Soc.Philosophy.				
			with Huma	an Rights Concepts	3		3	
	ProfEd	133	Guidance & (	Counseling	3		3	_
1st Sem	BCED	133	Thermochen	a & Chem Equilibria	2	3	3	
	BCED	135	Organic Che		3	6	5	
					Total		20	
	ProfEd	142	Social Philo I	I: Gen. and Prof I Ethics	3	Take 1	3	
	ProfEd	144	Non Formal I		3		3	
	Fil	21	Maunlad na P	agbasa at Pagsulat			3	
			sa Wikang	Filipino	3	-	3	
2nd Sem	BCED	123	Fundamental	s of Ecology	2	3	3	
	BCED	124	Principles of		2	3	3	
	BCED	132	Biochemistry		3	-3	3	
	BCED	134	Inorganic Ch		2	6	4	
			7		Total		21	
				SUMMER	Total	EARLES	21	
	ProtEd	143	Community Ir		1	6	-	
					Total		3	
			F	OURTH YEAR	LULAI	EILLE	3	
	ProfEd	145	Education Tec		2	3		
lst Sem	ProfEd	147		Educational Research	2	3	3	
	BCED	127	Elementary P		3	3	3	
	BCED	128		cular & Cell Biology	3	3	4	
	BCED	136	Environment	al Chamister			3	
	ProfEd	195		Participation in Tehng	2	3	3	
	ProfEd	199	Undergraduate		1	3	1	
			Chidergraduate	Schima			1	-
and Sem	ProfEd	200a	Student Teach	ing	Total :	inits	18	
		2004	PHOONE LCHCII	nıf			12	
				0-34.13	Total 1	units	12	
sed/[/chec	L.C. (30000			Grand-total units			156	

CERTIFIED CORRECT: Summary: General Education Fundamental Professional Education Major/Field of Specialization 

			*
1 2	FACULTY PROFILE		
3	A. Biology		
5 6 7	Faculty	Specialization	Courses to be Handled
8	Pamela P. Abit	M. S. Botany	BCED 121
10 11	Corazon B. Batoy	Ph.D. Biology	BCED 127
12 13	Beatriz S. Belonias	Ph. D. Botany	BCED 121
14 15	Alejandro Caliente	M. S. Fisheries	BCED 122
16 17	Senona P. Cesar	M. S. Marine Biology	BCED 122
18 19	Marita I. Galinato	MS Botany	BCED 121
20 21	Bernardita P. Germano	Ph.D. Marine Biology	BCED 124
22 23	Lelita R. Gonzal	Ph.D. Plant Physiology	BCED 121, 127
24 25	Marilyn Z. Oracion	M. S. Genetics	BCED 124, BCED 128
26 27	Arturo E. Pasa	MS Forest Resource Mgt	BCED 123
28 29	Teofanes A. Patindol	MS Environmental Studies	BCED 123
30 31 32	Florencio A. Saladaga	Ph.D. Plant Breeding	BCED 121, BCED 124, BCED 127
33 34	B. Chemistry		
35 36	Faculty	Specialization	Courses to be Handled
37 38	Alice M. Acabal	Ph.D. Ag. Chemistry	BCED 131, BCED 135
39 40	Andresito D. Acabal	Ph.D. Ag. Chemistry	BCED 131, BCED 132
41 42	Candelario L. Calibo	Ph.D. Biochemistry	BCED 131, 132, 134
43 44	Jacob Glenn F. Jansalin	M.S. Chemistry	BCED 131, 133, 136
45 46	Erlinda D. Landerito	Ph.D. Ag. Chemistry	BCED 131, 132, 135
47 48	Maria Theresa P. Loreto	MS Ag Chemistry	BCED 131, 132
49 50	Allan A. Ramal	BS Ag Chem.	BCED 131
51 52 53	Felix M. Salas	Ph.D. Bio-regulation Studies	BCED 131, 133, 135
54 - 55 56 57	Edgardo E. Tulin	Dr. Ag. Sci. Biotechnology and Molecular Biology	BCED 132
58 59			

## EXISTING FACILITIES

The facilities needed to offer the major field Biology-Chemistry are available at the Department of Biological Sciences and Department of Pure and Applied Chemistry.

#### Attachment III COLLEGE OF EDUCATION BACHELOR OF SECONDARY EDUCATION Major in Mathematics COURSE ANALYSIS No. of Units A. General Education Language and Humanities Mathematics and Natural Sciences Social Sciences Mandated Courses B. Fundamental Courses Computer Science and Filipino C. Professional Education D. Major Courses E. Physical Education (8) Total (excluding 8 units of PE)

#### Major Courses

# A. Existing Courses for Cross-Listing and Change in Name

Rationale: These courses have to be cross-listed to conform with the University-wide numbering system. The change in course name from Math, Physics or Statistics to MAED is deemed necessary for easier identification of the major field of specialization.

2.4		No. of Units
MAED 111 ( or Math 20) MAED 112 ( or Math 25) MAED 113 ( or Math 125) MAED 114 ( or Math 126) MAED 115 ( or Math 128) MAED 116 ( or Math 131) MAED 141 ( or Phy 21) MAED 151 ( or Stat 21) MAED 152 ( or Stat 131)	<ul> <li>Mathematics of Investment</li> <li>Mathematical Logic</li> <li>Math Analysis I</li> <li>Math Analysis II</li> <li>Insurance Mathematics</li> <li>Matrix Algebra</li> <li>College Physics</li> <li>Elementary Statistics</li> <li>Introduction to Probability Theory</li> </ul>	3 3 5 5 5 3 3 3 3
B. Courses for Institution		31
MAED 117 MAED 118	- Sets and Theory of Numbers - Foundations of Algebra & Geometry	3 3 6

# MAED 117 – Sets and Theory of Numbers

Sets and their properties; set operations; number theories and patterns; properties of numbers and operations.

Prerequisite Credit

: Math 11 (College Algebra) : 3 units (3 hrs. lec./week)

Rationale:

A prospective secondary-school mathematics teacher should be very knowledgeable and familiar with the theory of numbers, its development, historical background and mathematical proofs.

Note: Fundamental courses in other degree programs become major courses like in Philippine Normal University and Leyte Normal University

# 2. MAED 118 - Foundations of Algebra and Geometry

Fundamental theories of algebra and its proofs; postulational thinking understan plane and space relationships and algebraic systems.

Prerequisite

: Math 12 (Plane Trigonometry)

Credit

: 3 units (3 hrs. lec./week)

#### Rationale:

The course provides the mathematical concepts that a prospective teac to know in order to teach algebra and geometry in high school. It emphasizes of the subject and the techniques of vigorous proofs which are characteristics of mathematics.



Naw LSU Curriculum Effective1st Sem.2002-03

#### COLLEGE OF EDUCATION BACHELOR OF SECONDARY EDUCATION (BSED) Major in Mathematics

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Term		Course No and Descriptive Title		НО	URS	TT 14	D
		2000 phive Time		Lec	Lab	Units	Ratin
	71		FIRST YEAR				
	Bio	11	General Biology	3	3	4	
	Chem	11	General Chemistry I	3	3	4	
	Engl	11	Communication Skills I	3		3	-
	Math	11	College Algebra	3		3	-
1st Sem	Psyc	11	General Psychology	3		3	-
	SocSei	13	Socio-Economic Systems	3		3	
	PhyEd	11	Physical Fitness & Gymnastics	2		(2)	-
	NSTP	11		3		(3)	-
				Total	mite	20	
	Engl	12	Communication Skills II	3	IRALIA-S	3	
	Math	12	Plane Trigonometry	3		3	
	Fil	11	Sining ng Pakikipagtalastasan				
			at Retorika	3			
	Soci	11	General Sociology	3		3	
2nd Sem	SocSci	14	Phil.Soc.Prob.,Land Ref & Taxn	3		3	
	SocSci	15	Philippine History and Constitution			3	
	SocSci	16	Life & Works of Rizal	3		3	
	PhyEd	12	Rec'l Games, Rhythmic Act & Dance	3		3	
	NSTP	12	Teter Cantes, Idiyanine Act & Dance	2		(2)	
				3		(3)	
			SECOND YEAR	Total	units	21	
	Fil	12	Panitikang Filipino	+ - +			
	Hum	11	Introduction to Humanities	3		3	
	ProfEd	121	Foundations of Education I	3		3	-
1st Sem	ProfEd	122		3		3	
	ProfEd	133	Human Growth, Learning & Dev't Guidance and Counseling	3		3	
	Phys	11	General Physics	3		3	
	CS	21	General Physics	3	3	4	
	PhyEd	13	Introduction to Computers	2	3	3	
	1 HyLid	13	Team Sports	2		(2)	
	Philo	3.2	15.1	Total 1	ınits	22	
	ProfEd	12	Contemporary Philo. Thoughts	3		3	
		124	Foundations of Education II	3		3	
D	Engi	21	Introduction to Literature	3		3	
, , , , , , , , , , , , , , , , , , ,	MAED	111	Mathematics of Investment	3		3	v = 1
	MAED	117	Sets and Theory of Numbers	3		3	
1	MAED	141	College Physics	2	3	3	
-	Speh	11	Speech Communication	3		3	
[-	PhyEd	14	Individual Dual Sports	2		(2)	
				Total u	wite	21	

2 -	D			< che	cklist >	
3 Ten	Term Course No and Descriptive Title		HOURS		_	
4			Descriptive Title	Lec		_
5	T- 07.1		THIRD YEAR	-	1	-
6	ProfEd	131	Prin. Methods and Strategies of	1		_
7	72		Teaching (Math)	3	1	_
8	ProfEd	134	Tests, Measurement & Evaluation	3	1	-
	ProfEd	139	Social Philo I:Intro to Soc.Philosophy	1	+	-
	75.5		with Human Rights Concepts	3	1	
0 1st Sem		112	Mathematical Logic	3	1	-
2	MAED	113	Math Analysis I	5	1	-
1	MAED	151	Elementary Statistics	2	3	1
3	15 5				lunits	+
4	ProfEd	142	Social Philo II: Gen. & Prof'l Ethics	3	A CHEEKS	-
5	ProfEd	141	Non Formal Education	3	-	+
6 2nd Sem	Fil	21	Mauniad na Pagbasa at Pagsulat		-	+
7			sa Wikang Filipino	3	-	+
3	MAED	114	Math Analysis II	5	-	+
9	MAED	116	Matrix Algebra	3		+
·					1	+
			SUMMER	10(3)	units	1
,	ProfEd	143	Community Immersion	1		-
			,	1	6	L
			FOURTH YEAR	Lotal	units	-
	ProfEd	145	Education Technology	-		L
	ProtEd	147	Introduction to Educational Research	2	3	L
1st Sem	MAED	115	Insurance Mathematics	2	3	L
	MAED	118	Foun. of Algebra and Geometry	3		
	MAED	152	Intro. to Probability Theory	3		
	ProfEd	195	Observation & Participation in Tchng	2	3	
	ProfEd	199	Undergraduate Seminar	-	3	
			Tono Standard Schining	1		
2nd Sem	ProfEd	200a	Student Teaching	Total	units	
			Statem Teaching			
			S	Total	mits	
bsed/f/che	cklist]2002		Grand-total units			
			CARDEN NA -			
			CERTIFIED CORRECT:			
	Summary:					
	vanimini y.	General 3	Education			
		Fundame		60		
				6		
			onal Education	50		
		Milljor Fi	eld of Specialization	37		
				153		

#### **FACULTY PROFILE**

Faculty	Specialization	Proposed Courses to Handle
Guarte, Jacqueline M.	M. S. Ag. Econ (on leave for M. S. Statistics)	MAED 116, 115, 111, MAED 115
Patindol, Remberto A.	Ph. D. Statistics	MAED 141, 152, 151,
Polo, Vita S.	Ed. D. (Mathematics)	MAED 112, 113, 114, 117, 118,
Presbitero, Lydia V.	M.S. Statistics (with Doctoral units in Statistics)	MAED 111, 151
Ramos, Ma. Nena Q.	B. S. Statistics (Candidate for MEd)	MAED 151,
Tudtud, Ma. Epifania G.	M. Ed (Mathematics)	MAED 112, 113, 114, 116, 117, 118
Affiliate Faculty	100	
Albarico, Virgenita G.	Ph. D. Education	MAED 117, 118
Arpilleda, Rolando H.	Ph. D. Educational Management	MAED 141
Bandala, Pedro I.	M. S. Education	MAED 117, 118

#### **FACILITIES**

Classrooms and other facilities needed are existing in the Department of Mathematics, Physics and Statistics and in the College of Education.

# BACHELOR OF ELEMENTARY EDUCATION (BEED)

### L Graduate Profile

Upon completion of the curriculum, the graduates of the Bachelor of Elementary shall possess the following competencies or skills:

#### A. Cognitive

.52 

- Demonstrate sound understanding of the theories and principles of child psychology.
- 2. Explain the principles of teaching and learning applicable to learners of elementary sch
- 3. Describe the psychological, sociological, philosophical and legal bases of
- 4. Explain clearly the fundamental principles and facts pertinent to the understanding of culture, mathematics, arts and the world of work.
- 5. Demonstrate adequate mastery of subject matter being taught.

#### B. Affective

- Share genuine real love and concern for children's welfare and development.
- 2. Show strong interest in the teaching profession and for professional improvement.
- 3. Show sensitivity to learners' needs and individual differences.
- 4. Practice a disciplined and moral lifestyle worth emulating by the learners and colleagues
- 5. Initiate activities with patience and resourcefulness in teaching slow learners and the
- 6. Demonstrate desirable values; love of country, its culture and arts; and commitment to 7. Practice cooperation in group activities.

#### C. Psychomotor

- 1. Plan and organize instruction for elementary school pupils.
- 2. Apply appropriate methods of teaching considering anticipated learning outcome
- 3. Prepare and use instructional materials and devices effectively.
- 4. Monitor and evaluate the teaching-learning process and learning outcomes properly.
- 5. Participate actively in school-related and community outreach activities.

# II. Target Clientele

- 1. High school graduates with an average of at least 85% or its equivalent in senior year. Applicants with lower average but not less than 80% should pass a teacher aptitude test.
- 2. Qualified students from other related fields who want to change/shift curricular programs should have a GPA of at least 2.25 or its equivalent.
- 3. BSED graduates and graduates of non-education degrees who want to go into elementary

# III. Employment Opportunities

- 1. Teachers in public and private elementary schools.
- 2. Non-formal education teachers

#### W. Carriculum

### A. Course Analysis (BEED)

## 1. General Education

	Course		Descriptive Title		No. of Units	
	Language and	Huma	mities			
	English 1	11	Communication Skills I		3	
	-	12	Communication Skills II		3	
	_	11	Speech Communication		3	
			Introduction to Humanities		3	
			Contemporary Philosophical	Thoughts	3	
	-		Introduction to Literature	21100/2110	3	
			Sining ng Pakikipagtalastasan	at Retorika	3	
			Panitikang Pilipino	m icoloima	3	
	111101110		1 miniming 1 mpmo			
				Sub-total	24	
	Mathematics a	and Na	tural Sciences			
	Math 1	11	College Algebra		3	
	Math 1		Plane Trigonometry		3	
			General Physics		4	
			General Biology		4	
			General Chemistry I		4	
			•	S. L. 4-4-1	40	
	Social Sciences	S		Sub-total	18	
	Psych 1	11	General Psychology		3	
			General Sociology		3	
			Socio-Economic System		3	
			Phil.Soc.Prob.,Land Reform,	&Taxation	3	
	1			0.3.4.4.3	1.0	
	Mandated Co	urses		Sub-total	12	
	Soc Sci	15	Phil. History & Constitution		3	
	Soc Sci	16	Life and Works of Rizal		3	
				Sub-total	6	
				Total		60
2.	Fundamental (	Course	S			
	Course		Descriptive Title		No. of Units	
	Language					
	Filipino	21	Maunlad na Pagbasa at Pagsi Wikang Filipino	ilat sa	3	
	Computer Sci	ence	w wang r mpmo			
	CS 21		Introduction to Computers		3	
				~ •		
				Sub-total	6	

Total

3.	Physical	Education	Courses
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44 .

Course		Descriptive Title	No. of
PhyEd	11	Physical Fitness and Gymnastics	
PhyEd	12	Rec'l Games, Rhythmic Act & Dance	
PhyEd	13	Team Sports	
PhyEd	14	Individual Dual Sports	

# 4. Professional Education Courses:

	13 14		Course	Descriptive Title	No. of
	15		Prof Ed 121	Foundations of Education I	
9	16		Prof Ed 122	Human Growth, Learning & Development	1
	17		Prof Ed 124	Foundations of Education II	1
	18		Prof Ed 131		1
	19		Prof Ed 133	Principles & Methods of Teaching	3
	20		Prof Ed 134	Guidance and Counseling	3
	21		Prof Ed 135	Tests, Measurement and Evaluation	3
	22			Tchng. Strat. I (English, Science, Health & Math)	3
	23		Prof Ed 136	Tenng. Strat II (Filipino, Civies & Cultura History)	3
			ProfEd 137	1 ching. Strat III (HE, PE, Music, Arts & NEE)	3
	24 25		Prof Ed 139	Social Philosophy 1: Introduction to Social Philosophy with Human Rights Concepts	
	26		Prof Ed 142	Social Philosophy II: General and Professional Ethics	3
	27	1	Prof Ed 143	Community Immersion	
	28		Prof Ed 144	Livelihood and Non-formal Education	3
	29		Prof Ed 145	Education Technology	3
	30		Prof Ed 147	Introduction to Educational Research	3
	31		Prof Ed 149	Art Education	3
	32	1	Prof Ed 195		3
	33		ProfEd 199	Observation & Participation in Teaching	1
	34		ProfEd 200a	Undergraduate Seminar	1
	35		1101 Ed 2008	Student Teaching	12

#### Total

Total

# 5. Required Related Courses for Cross-listing and Change in Name

Rationale: These courses have to be cross-listed to conform with the Univers numbering system. All required related (major) courses are named which means Teaching Elementary Education.

#### a. Existing Courses

1	Course	Descriptive Title	No. of U
TEED	103 ( or Eng 15)	Advanced Grammar and Composition	. 3
TEED	122 ( or Horti 22)	General Horticulture	3
TEED	132 ( or CT 21)	Fundamentals of Clothing & Textiles	·,
TEED	139 ( or Mgt. 139)	Mgt. of Small-Scale Enterprises	3
	`\ \	Sub-total	12

### b. Courses for Institution

	Course	Descriptive Title	
	TEED 101	Children's Literature	ts
	TEED 109	Fundamentals of Mari	
	TEED 111	Flamentory Mathemati	
	EED 121	Earth Science 3	
	TEED 124	Basic Skills in Animal and Fish Production 3	
	TEED 131	Fundamentals of Foods and Nutrition 3	
	TEED 133	Household Resource Management	
		Consumerism and Environment 3	
		Sub-total 21	
V. Course	s For Institution	Total	33

#### V

### A. Professional Education\*

- 1. ProfEd 121\*\*
- 2. ProfEd 122 \*\*
- ProfEd 124\*\*
- 4. ProfEd 139\*\*
- 5. ProfEd 142\*\*
- 6. ProfEd 143\*\*
- 7. ProfEd 145\*\*
- 8. ProfEd 147\*\*

# 9. Prof Ed 131- Principles and Methods of Teaching

Theories and strategies in teaching; class management and procedures, including alternative teaching delivery modes.

Prerequisite

: Prof Ed 121 (Foundations of Education I)

Credit

: 3 units (3 hrs lec./week)

#### Rationale:

The course equips the students with the different principles and laws of learning behind the procedures and techniques in teaching. It also enables them to adjust teaching methods and techniques to varied conditions and individual differences of learners.

Professional Education courses are prescribed under Memo #11, s. of 1999 (Revised Policies and Standards for Teacher Education)

Course title, description, prerequisite, number of hours, credit units and rationale are the same in BSED curriculum.

# 10. Prof.Ed. 135 - Teaching Strategy I - English, Science, Health and Math

Approaches and strategies in teaching Science, Health, English and including lesson planning and demonstration teaching.

Prerequisite Credit

: Prof Ed 131 (Principles & Methods of Tea

: 3 units (3 hrs. lec./week)

#### Rationale:

While there are commonalities in principles and strategies various c are specific strategies and more appropriate teaching techniques for each spe like Science, Health, Music and Math that the prospective teacher must be famil

# 11. Prof.Ed. 136 - Teaching Strategy II - Filipino, Civics and Culture, & History

Approaches and strategies in teaching Filipino, Civics and Culture, History, and Values Education; including lesson planning and demonstration teaching.

Prerequisite Credit

: Prof Ed 131 (Principles & Methods of Teachi

: 3 units (3 hrs. lec./week)

#### Rationale:

This course shall expose the students to the various strategies of teaching a for the teaching of each of the following subject matter areas; namely, Filipin and Culture, History, Geography and Values Education.

# 12. ProfEd 137 - Teaching Strategy III - Home Economics, Physical Education, Music, Arts, and Non-Formal Education

Approaches and strategies in teaching Home Economics, Physical Education, Mus and Non-Formal Education; includes lesson planning and demonstration teaching.

Prerequisite Credit

: Prof Ed 131 (Principles & Methods of Teaching)

: 3 units (3 hrs. lec./week)

#### Rationale:

In addition to teaching approaches and strategies applicable to the subject 1 coverage in ProfEd 135 and ProfEd 136, there is a need for the student to mast techniques that are most suited in teaching Home Economics, Physical Education, N Arts and Non-Formal Education.

# 13. Prof Ed 144 - Livelihood and Non-Formal Education

Ways of supporting one's existence; principles, techniques and processes in organ and conducting educational activities outside the formal school system.

Prerequisite Credit

: Socio 11 (General Sociology)

: 3 units (3 hrs. lec./week)

#### Rationale:

The course equips the students with concepts, methods and practices providing training and continuing education for those who cannot attend the tradition system of formal schooling to enhance their means of earning a living

# 14. ProfEd 149 - Art Education\*

Basic principles and methods; composition and use of different art forms and media.

Prerequisite

: Consent of Instructor

Credit

: 3 units (2 hrs. lec.; 3 hrs. lab./week)

Rationale:

The course is designed to provide prospective teachers with basic principles and methods of teaching art and to develop in their students artistic creativity and

# Required Related Courses

# 1. TEED 101 - Children's Literature

Survey, appreciation and preparation of children's literature for use in kindergarten and elementary schools.

Prerequisite

: Engl 21 (Introduction to Literature)

Credit

: 3 units (3 hrs. lec./ week)

Rationale.

Nursery rhymes, children stories, and other forms of literature have been effectively used in motivating and facilitating learning among children. This course will help the students in selecting and developing appropriate children's literature that can be

# 2. TEED 109 - Fundamentals of Music

Music as an art to be appreciated; its fundaments: elements, classification, forms; terms,

Prerequisite

: Humanities 11 (Introduction to Humanities)

Credit

: 3 units (3 hrs. lec./week.)

Rationale:

The course provides students an introduction to the field of music for them to develop love and appreciation for the art and gives prospective elementary teachers the opportunities to acquire sufficient fundamental knowledge of the art necessary in teaching music to the graders.

This is not mandated by CHED Memo # 11 but essential for the BEED curriculum

 TEED 111 - Elementary Mathematics Teaching of mathematics skills and competencies for the elementary schools. Prerequisite : None Credit : 3 units (3 hrs. lec./week.) Rationale: The course provides basic mathematics skills and competencies of pro-elementary school teachers. 4. TEED 121 - Earth Science Introduction to the branches of earth science: oceanography, astronomy, meteorology. Prerequisite : Consent of Instructor Credit : 3 units (3 hrs. lec./ week) Rationale: The course equips the students with the necessary knowledge which them to understand the various earth's natural phenomena. 5. TEED 124 - Basic Skills in Animal and Fish Production Practices in poultry, swine, ruminant and fish production. Prerequisite : Consent of Instructor Credit : 3 units (1 hr. lec.; 6 hrs. lab./week) Rationale: The course provides the students with competencies in the production of animal species including fish. 6. TEED 131 - Fundamentals of Foods and Natrition Basic concepts in foods and nutrition and their relation to one's health; principles practices in the proper food selection, preparation and service for various occasi preservation of indigenous food materials. Prerequisite : None Credit : 3 units (2 hrs. lec.; 3 hrs. lab./week.) Rationale: The course prepares the student to teach EPP and THE as specified in the 20 Basic Education Curriculum. 



New LSU Curriculum Effective1st Sem.2002-03

# COLLEGE OF EDUCATION BACHELOR OF ELEMENTARY EDUCATION (BEED)

#### < Checklist >

Term		Course	No and Descriptive Title		URS	TTmika	D-4:
161111		Comse	No and Descriptive Title	Lec	Lab	Units	Rating
			FIRST YEAR				
	Bio	11	General Biology	3	3	4	
	Chem	11	General Chemistry I	3	3	4	
	Fngi	11	Communication Skills I	3		3	
	Math	11	College Algebra	3		3	
lst Sem	Psyc	11	General Psychology	3		3	
	SocSci	13	Socio-Economic Systems	3		3	
	PhyEd	11	Physical Fitness & Gymnastics	2		(2)	
	NSTP	11		3		(3)	
	h	• • •	No.	Total	units	20	
	Engl	12	Communication Skills II	3		3	
	Math	12	Plane Trigohometry	3		3	
	Fil	11	Sining ng Pakikipagtalastasan at				
		NA.	Retorika	3		3	
	Socio	11	General Sociology	3		3	<del>                                     </del>
and Sem	SocSci	14	Phil.Soc.Prob.,Land Ref & Taxn	3		3	
	SocSci	15	Philippine History and Constitution	3		3	
	SocSci	16	Life & Works of Rizal	3		3	-
	PhyEd	12	Rec'l Games, Rhythmic Act & Dance	2		(2)	+
	NSTP	12	Total Games, Knyamae Act & Dance	3		(3)	1
					units	21	1
	1		SECOND YEAR	1000	HALLES	LA	
	Fil	12	Panitikang Filipino	3		3	<del>                                     </del>
	Hum	11	Introduction to Humanities	$-\frac{3}{3}$	-	3	
	ProfEd	121	Foundations of Education I	3		3	-
	ProfEd	122	Human Growth, Learning & Dev't	3		3	
	Phys	11	General Physics	3	3	4	-
lst Sem	CS	21	Introduction to Computers	2	3	3	-
	TEED	103	Adv Grammar & Composition	3		3	
	PhyEd	13	Team Sports	2		(2)	
	111/10				units	22	
	Philo	12	Contemporary Philo. Thoughts	3		3	
	ProfEd	124	Foundations of Education II	3		3	
	Engl	21	Introduction to Literature	3		3	
2nd Sem	TEED	121	Earth Science	2	3	3	
NAME OF THE OWNER.	TEED	122	General Horticulture	2	3	3	
	TEED	132	Clothing and Textiles	2	3	3	-
	Spch	11	Speech Communication	3	3	3	1
	PhyEd	14	Individual Dual Sports	2		-	-
	Luyeu	7.4	Imminum ram phone		units	(2)	-

-					< chec	THE PERSON NAMED IN
Term		Course N	o and	Descriptive Title		URS
			-	5 6 F & 47 9	Lec	La
	ProfEd	171	Dain & 3.54	THIRD YEAR		
	ProtEd	131		hds of Teaching	3	
	ProfEd	134		& Counseling astrement & Evaluation	3	+-
244	ProfEd	139	THE RESERVE AND ADDRESS OF THE PERSON NAMED IN	o EIntro.to Soc.Philosophy,	3	-
	110110	133		n Rights Concepts	-	+-
	ProfEd	135		at. (Eng., Sci., Health & Math)	3	+-
1st Sem	TEED	101		Literature	3	-
	TEED	133	7	d & Res. Mgt.,	3	-
	1222	100		rism & Environment	2	3
			Continue	and a mirridanical		l unit
	ProfEd	142	Social Phil	o II:Gen. & Profil Ethics	3	Lutue
	ProfEd	144		& Non Formal Education	3	+-
	ProfEd	147	Acres de la companya del la companya de la companya	n to Educational Research	2	3
	Fil	21	Name and Address of the Owner, where the Owner, which is the Owner, where the Owner, which is the Owner, where the Owner, which is the Owne	a Pagbasa at Pagsulat sa	1-	1 3
			Wikang Fil		3	
2nd Sem	ProfEd	136		at. (Fil., Civics & Cul.; Hist)	3	
	TEED	109	Fundamen	itals of Music	3	
	TEED	124	the same of the sa	s in Animal and	1	$\vdash$
			Fish Produ	The second secon	1	6
		3				titlit
			The last	SUMMER		- LANCELL
	ProfEd	143	Community	Immersion	1	6
		3 7 1			Total	unit
				FOURTH YEAR		
	ProfEd	. 145		Technology	2	3
lst Sem	ProfEd	137	Tchng. Stra	tt.III (HE, PE, Music, Arts,		
			& NFE)		3	
	TEED	139		all-Scale Enterprise	3	
	TEED	111	Name and Address of the Owner, where the Owner, which is the O	Mathematics	3	4
	TEED	131		tals of Foods & Nutrition	2	3
	ProfEd	149	Art Education		3	
	ProfEd	195		& Participation in Tchng		3
	ProfEd	199	Undergradu	ate Seminar	1	
					Total	units
and Sem	ProfEd	200a	Student Tea	iching		
					Total	units
2/8/2	-1-1:12002			Grand-total units		
sew[/cne	cklist]2002			CTT		
	Cronsonaura			CERTIFIED CORRECT:		
	Summary:	Con and T	A			
		General E			60	
		Fundamen			6	
		Physical E	ducation al Education		8	
					62	
		WARRER I	Related Coun	1505	33	
	* excluding		DE .		169*	
	* excluding	8 units of F	PΕ		169*	

C:

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VII. Faculty Profile		
Faculty	Specialization	Proposed Courses to handle
Rosario P. Abela	M.S. Ag. Education	ProfEd 131, 133, 195, 200a
Dolores L. Alcober	Ph.D. Extension Education	ProfEd 147
Edita C. Alumbro	BSEED (with Masteral units)	ProfEd 131, 135, 136, 149, 200a
Edwin A. Balbarino	Ph.D. Ag. Extension	ProfEd 143
Salvador C. Catre	BSE (English) (with Masteral units)	TEED 103
Lijueraj J. Cuadra	Ph.D. Ag. Education	ProfEd 143, 147, 195, 200a
Celso P. Ensoy	M.S. Ag. Education (with Doctoral units)	ProfEd 121, 122, 134, 195, 200a
Leonardo M. Gapuz	MAgr. (with Doctoral units)	ProfEd 139, 144
Gina M. Nunez	MAT Language	ProfEd 131, 135, 136, 137, 195, 200a
Vicente A. Quiton	Ed. D. Ag. Educ./ Ed Philosophy	ProfEd 139, 142
Antonia Cecilia Y. Sandoval	Ph.D. Com. Dev't	ProfEd. 124
Sixto P. Sandoval	Ph.D. Dev. Educ.	ProfEd 199, 122, 133
Josefina Q. Subere	MA Education	ProfEd 136
A POPEL A VA SA		
Affiliate Faculty  Faculty	Specialization	Proposed Courses to handle
Julius V. Abela	MS Animal Science	TEED 124
Dinah M. Albarico	BA Soc. Sci. (Psychology)	ProfEd 133/ProfEd 122
Marvin G. Albarico	MS Social Studies	TEED 109
Aurora S. Alkuino	MA Education (Psychology) (with Masteral units)	ProfEd 133
Chona U. Ampo-Brit	AB Psychology (with Masteral units)	ProfEd 133/ProfEd 122
Victor B. Asio	Ph.D. Soils Science (Pedology and Geo-ecology)	TEED 121
Myrna M. Avila	Ph.D. Comm. Devt.	ProfEd 139

1 2 3	Faculty	Specialization	Proposed Courses to handle
4 5	Eunice I. Beray	Ph.D. Home Economics (Major: HE Educ)	TEED 131
6 . 7 . 8 . 9	Elena E. Cabilar	Ph.D. Educ'l Mgt. MS Family Resource Mgt. (Clothing and Textiles)	TEED 132
10 11	Norberto F. Canada	MS Science Teaching	TEED 103
12 13	Basilio B. Dabuet	Ph.D. Comm. Devt.	ProfEd 143
14 15	Salvador C. Dagoy	Ph.D. Ag. Extension	ProfEd 147
16 17	Fe J. Dagoy	Ph.D. Education	Educ 121
18 19 20	Buenaventura B. Dargantes	Dr. Ag.Sc. (Agro Ecology)	ProfEd 122
21 22	Nancy V. Dumaguing	MPS Food & Nut. Planning	TEED 131
23 24	Dinah M. Espina	MS Animal Science	TEED 124
25 26	Francisco M. Gabunada	BS Animal Science	TEED 124
27 28	Analyn M. Mazo	BS Marine Biology	TEED 124
29 30 31	Lutgarda S. Palomar	Ph.D. Food Science and Technology	TEED 131
32 33	Edwin A. Pilapil	Ed.D. Language Teaching	TEED 101
34 35 36	Junito A. Panonce	AB Psychology (with Masteral units)	ProfEd 133/ProfEd 122
37 38	Beverio P. Pascual	Ph.D. Comm. Devt.	ProfEd 143
39 40	Lucylen B. Ponce	Ph.D. Family Resource Mgt.	TEED 133
41 42	Carmencita S. Reyes	BS Ag.Ed. (with Masteral units)	ProfEd 133
43 44	Remedios R. Russel	MPE (Sports)	ProfEd 137
45 46 47	Jude Nonie Sales	BS Dev Com (with Masteral units)	ProfEd 145
48 49	Nenito B. Sales	MAT (Arts & Crafts)	TEED 133
50 51	Efren B. Saz	MS Ag. Ed. (with Doctoral units)	ProfEd 142
52 53 54	Ma. Aurora Teresita W. Tabada	AB Psychology (with Masteral units)	ProfEd 139
55 56	Jocelyn T. Urgello	MS Nutritional Science	TEED 131
57 58 59 60	Belita A. Vega	Ph.D. Rural Sociology	ProfEd 142

Faculty	Specialization	Proposed Courses to handle
Faustino P. Villamayo	r Ph.D. Soil Science	TEED 121
Alleli A. Villocino	MS PE (Sports)	TEED 109
Lolita Z. Orge	Ph.D. Ag. Educ. MS Family Resource Mgt. (Clothing & Textiles)	TEED 132

#### WIII. Facilities

The instructional facilities of the Department of Science Education (DSE) consist of seven classrooms, nine faculty offices, conference room, student organization's office, minilibrary and laboratory farm.

Some equipment are also available to support the activities in instruction, such as two overhead projectors, two units computer, mimeographing machine, TV set, VHS, Karaoke, magnetic white board and drawing table.

#### PROPOSAL TO REVISE THE BACHELOR OF SCIENCE IN DEVELOPMENT COMMUNICATION (BSDC) CURRICULUM

#### RATIONALE

CHED Memorandum Number 59 Series of 1996 requires that baccalaureate degree programs adopt the General Education Curriculum (GEC). This was followed by CHED Memorandum N. 4, Series of 1997 which provides the listing of General Education Courses that everybody has to follow in any curricular offering. This was, however, amended with a reduced number of language and social science courses but a literature course has been added while Life and Works of Rizal and Philippine History, Government and Constitution were made separate courses.

Accordingly, both CHED memoranda are in accordance with the provisions of Republic Act (RA) No. 7722, otherwise known as the Education Act of 1994 and "in order for the various curricular programs to be responsive to the demands of the next millennium."

Meanwhile, current trends in communication call for the need for communication programs to address issues related to the emerging information society. In development communication, graduates should possess knowledge and skills in using various information and communication technologies and in developing multimedia materials that can be utilized in formal and non-formal learning.

Also, results of the Development Communication Curriculum Review conducted from January to November 2001 (Alesna, 2001) reinforced the need to revise the present curriculum. Major findings showed that: (1) the present curriculum lacks Information Communication Technology (ICT) -related courses; (2) students are burdened with too many technical courses; (3) students lack social science courses that would make them understand better the current political issues; and (4) a new specialization that would provide students with cutting-edge knowledge and skills in producing multimedia materials using the new media and communication technology needs to be in place.

The need to revise the Bachelor of Science in Development Communication curriculum is, therefore, inevitable, especially that the CHED memorandum called for the immediate implementation of the scheme. Besides, the revised BSDC curriculum should be responsive to the need of the labor market in the 21<sup>st</sup> century.

It is expected that the new BSDC curriculum would produce graduates that could fill in the present needs of government agencies, non-government organizations and even in business and industry. Skills in information processing, desktop publishing, social marketing, web site development and multimedia production using new information and communication technology (ICT) are highly in demand.

#### **Graduates Profile**

#### 2.1 Cognitive

 Acquire knowledge on the basic and advanced communication theories and principles as applied to research and non-formal instruction

b. Enhance their ability to analyze facts and figures of scientific data as related to relevant methods and techniques in the effective use of print, broadcast, interactive media, audio-visual and other new forms of media for workable communication systems management.

c. Recognize people as users of communication facilities, as sources of development-oriented information, as facilitators for whatever desirable change intended, and as end-users.

#### 2.2 Affective

 Exercise balanced judgment in interpreting facts and events for print, broadcast and other forms of media.

1					
2 3	4.	Cour	se Analysis		
4 5		si .	Course	Description	Units
6	A.	Gene	ral Education	(60)	
8 9		1.	Language	and Literature (18)	
10			1.1 English	and Literature	
12 13 14 15 16			Engl. 11 Engl. 12 Spch. 11 Engl. 21	Communication Skills I Communication Skills II Speech Communication Introduction to Literature	3 3 3 12
17			1.2 Filipino		12
19 20 21			Filp 11 Filp 12	Sining ng Pakikipagtalastasan at Retorika Panitikang Filipino	3 3 6
22 23 24		2.	Humanities	and Social Science (24)	
25 26 27 28			2.1 Human Hum 11 Philo 11	Introduction to Humanities Contemporary Philosophical Thoughts	3 <u>3</u> 6
29 30 31 32 33 34			2.2 Social S Psycho 11 Soci 11 SocSci 13 SocSci 14	Science (18) General Psychology General Sociology Socio-Economics Systems Phil Social Problems, Land Reform and	3 3 3
35 36 37 38 39			SocSci 15 SocSci 16	Taxation Phil. History and Constitution	3 3 3 18
40 41 42		3.	Physical So		
43 44 45 46			Chem 11 Math 11 Math 12 Phys 11	General Chemistry I College Algebra Plane Trigonometry General Physics	4 3 3 4 14
47 48 49 50		4.	Biological/I Bio 11	Natural Science (4) General Biology	4
51 52 53 54 55		5.	PE and NST PhyEd 11 PhyEd 12 PhyEd 13	FP (14) Physical Fitness & Gymnastics Recreational Games and Rhythmic Activities Team Sports	(2) (2) (2)
56 57 58 59 60			PhyEd 14 NSTP 11 NSTP 12	Individual-Dual Sports	(2) (3) (3) (14)
61 62	B.	Funda	amental/Tech	nical Courses (30)	
63 64 65 66 67 68			Agro 21 AS 21 CS 21 Ecol 21 HN 21 Hort 22	Fund. of Crop Production Principles of Animal Science Introduction to Computer Fundamentals of Ecology Human Nutrition General Horticulture	3 3 3 3 3

		PltProt RS SS Stat	21 126 110 21	Principles of Plant P Philippine Rural Soc Soils and Soil Manag Elementary	iety gement		
C.	Major 1.	Courses Core a DC		Fundamenta Basic Photog Fund. of Aud Fund. of Dev Communicat Evaluation of Computer A Science Rep Broadcast S Print Reprod Visual Aids I Research Pl Undergradua	to Development of Development Journal Convelopment Journal Communical Communication Communicat	ment Broado nmunication urnalism ns and Progrition Material n Devcom rformance ign and Prod anuscript Prod	ams s
		DC	200B	UG Internsh	ip and Case S		1 B)
	2.	Profes	sional	(major) Courses (9)			
		2.1 Cd	ommun	ity Broadcasting (CB	)		
		DC DC	134 141	Writing and Communit			
		DC 145 Educational Broadcasts :					
		2.2 De	evelopn	nent Journalism (DJ)			
		DC DC	136 143	Managemer	Writing and E at and Product nmunity News	ion of a	
		DC	147		evelopment J		
		2.3 Ed	ducatio	nal Communication	Technology (	ECT)	
		DC DC	153* 155* 157*	Video Prod	odule Develo uction n to New Med		hnology
* New	Devcor	n course	98				
D.	Sumn	nary of C	Courses		Present	F	roposed
	1. 2. 3. 4.	PE, Eu Fundar Major ( 4.1 Co	Courses ore & Ge	/ROTC Fechnical Courses	38	E and NTSP	60
		4.2 4.2 4.2	2.2 Jo 2.3 Ed	oadcasting urnalism lucational Communica			(9) (9)
			_	Technology	(9)		(9)
			GRAN	JATOT DI	153		145

1 2

#### E. DevCom Courses for Institution

e.1 DC 133. COMPUTER APPLICATIONS IN DEVELOPMENT COMMUNICATION. Introduction to the various computer programs and software needed in the production of communication materials.

Pre-requisite:

CS 21 or COI

5 hours a week (2 lec., 3 lab)

Credit:

3 units

Rationale: This course introduces students to photo-scanning and editing, desktop publishing, and graphics and presentation softwares.

e.2 DC 153. LEARNING MODULES DEVELOPMENT. Development and evaluation of learning modules for formal and non-formal education.

Pre-requisite: DC 133

5 hours a week (2 lec., 3 lab)

Credit:

3 units

Rationale: This course introduces to students the various instructional programs and strategies especially those that embrace the new information and communication technology.

e.3 DC 155. VIDEO PRODUCTION. Theory and practice of producing and evaluating video clips and programs especially those that carry developmental messages.

Pre-requisite:

DC 151 5 hours a week (2 lec., 3 lab.)

Credit:

3 units

Rationale: This course will equip students with the theory and skills in linear and non-linear production of video clips and programs and instructional materials in video.

e.4 DC 157. INTRODUCTION TO NEW MEDIA AND TECHNOLOGY. Design and production of computer-based communication materials for the new media and technology.

Pre-requisite:

DC 133

5 hours a week (2 lec., 3 lab.)

Credit:

3 units

Rationale: This course will equip students with the basic skills in designing and producing web-site, compact discs, desktop kiosks, and other applications.

1 2 3	F.	SCH	EDULING OF COURSES (REVISED CURRICU	JLUM)			
4 5 6	Course	No.	FIRST YEAR - First Seme		o. of Hou Lec	rs/Wk Lab	
7					Lec	Lab	
8	100.75	11	General Biology	6	3	3	
9	- 3	11	Communication Skills I	3	3	-	
10		11	College Algebra	3	3	-	
11			General Psychology	3	3	-	
12			Socio-Economics System	3	3	-	
13			Philippine History and Constitution	3	3	-	
14	PhyEd	11	Physical Fitness and Gymnastics	2	3	-	
15	NTSP	11	y minds and Cymnastics	3	2	-	
16					tal Units	-	
17				10	tai Units		
18		200	FIRST YEAR - Second Seme	ester			
19		11	General Chemistry	6	3	2	
20		12	Communication Skills II			3	
21		11	Introduction to Humanities	3	3	-	
22		12	Plane Trigonometry	3	3	-	
23	SocSci 1	14	Phil. Social Problems, Land Reform & Taxati	on 3	3	-	
24	Soci	11	General Sociology		3	-	
25	PhyEd 1	12	Recreational Games and Rhythmic Act	3	3	-	
26	NTSP *	12	Sames and ranything Act	2	2	-	
27				3	3	-	
28				101	tal Units		
29							
30			SECOND YEAR - First Seme	néa.			
31	Agro 2	21	Fundamentals of Crop Production			_	
32	Ecol 2	21	Fundamentals of Ecology	5	2	3	
33	Phys 1	1	General Physics	3	3	-	
34	SS 1	10	Soils and Soil Management	6	3	3	
35	DC 1	21	Introduction to Development Communication	5	3 2 3	3	
36	DC 1	23	Basic Photography	3	3	-	
37	PhyEd 1	3	Team Sports	5	2	3	
38			Sports	2	2	-	
39				Total	-111-14		_
40				101	al Units		
41							
42			SECOND YEAR - Second Sem	octor			
43		1*	Introduction to Computer Science	5	2	•	
44		22	Fund. of Development Broadcasting	5	2	3	
45		24	Fund. of Audio-Visual Communication		2	3	3
46		26	Fund. of Development Journalism	5	2	3	3
47	Hort 22	2	General Horticulture	5	2 2 2 2 3	3 3 3 3 3	3
48	Philo 12	2	Contemporary Philosophical Thoughts	3	2	3	3
49	Spch 11	1	Speech Communication		3	-	3
50	PhyEd 14	1	Individual/Dual Sports	3	3	-	
51			- Dual Opolis	2	2	-	(:
52				T. 4			
53				Iota	I Units		2
54	_						
55	Course No	0.	Descriptive Title	No.	of Hours	nan.	11.
56				140.			Un
57	DUD		THIRD YEAR - First Semeste	er	_00	Lab	
58	PltProt 21		Principles of Plant Protection	5	2	2	
59	HN 21		Human Nutrition	3	2	3	3
60	Stat 21		Elementary Statistics	5	3	-	3
61	DC 13	3*	Computer Applications in Devcom	5	2 2 2	3	3
62	DC 13	7	Broadcast Speech and Performance		2	3	3
63	DC 14	9	Print Reproduction	5	2	3 3 3	3
64	DC 198		Research Plnng. & Manuscript Preparation	5	2	3	3
65			williams. a Manuscript Preparation	3	. 3	-	3 3 3 3 3 3 3 3 3 3 3 3 3 3 3 3 3 3 3
66				i otal	Units		21
67							
68							

			No.	of Hour		Ur
				Lec	Lab	
		THIRD YEAR - Second Seme	ster			
Eng	21	Introduction to Literature	3	3	-	3
AS	21**	Principles of Animal Science	5	2	3	3
Filp	11"	Sining Ng Pakikipagtalastasan at Retorika	3	3	-	3
	Sci 16***	Life and Works of Rizal	3	3	-	3
DC	132	Evaluation of Communication Materials	3	3	-	3
DC	135	Science Reporting	5	2	3	3
DC	151	AV Aids Planning, Design and Production	5	2	3	3
			Tota	al Units		3333333
		FOURTH YEAR - First Semes	ter			
DC	199	Undergraduate Seminar	1	1		4
Filp	12*	Panitikang Filipino	3	3	-	1
RS	126	Philippine Rural Society	3	3	725000	3
DC	131	Communication Campaigns and Programs	3	3	-	3
		o similari o di ripargrio di di 1 rograffio	3	3	-	3
DEVO	OM MA.	JOR COURSES (9 units): students can choose	e from	3 eneci	alizatio	ne i
DEVO	OM MA.	JOR COURSES (9 units); students can choos roadcasting (CB). Development Journalism (	e from	3 speci	alizatio	ns, i
COIIII	nunity B	roadcasting (CB), Development Journalism (	e from DJ) or	3 speci Educat	alizatio ional	ns, i
COMI	nunity B	roadcasting (CB), Development Journalism ( on Technology (ECT)	e from DJ) or	3 speci Educat	alizatio ional	ns, i
Com	munication 145/	on Technology (ECT)  Educational Broadcasts	e from DJ) or	3 speci Educat	alizatio ional	ns, i
Com	munication 145/	roadcasting (CB), Development Journalism ( on Technology (ECT)  Educational Broadcasts  Advanced Development Journalism	DJ) or	Educat	ional	
Com	nunication 145/ 147/ 153*	roadcasting (CB), Development Journalism ( on Technology (ECT)  Educational Broadcasts  Advanced Development Journalism  Learning Modules Development	e from DJ) or 5	3 speci Educat	alizatio ional	
Comi	munication 145/	roadcasting (CB), Development Journalism ( on Technology (ECT)  Educational Broadcasts  Advanced Development Journalism  Learning Modules Development  Writing and Program Planning for	DJ) or	Educat	ional	
Comi	145/ 147/ 153* 141/	roadcasting (CB), Development Journalism (on Technology (ECT)  Educational Broadcasts  Advanced Development Journalism  Learning Modules Development  Writing and Program Planning for  Community Radio	DJ) or	Educat	ional	
Comi	nunication 145/ 147/ 153*	roadcasting (CB), Development Journalism (on Technology (ECT)  Educational Broadcasts  Advanced Development Journalism  Learning Modules Development  Writing and Program Planning for  Community Radio  Management and Production of a	DJ) or	Educat	ional	
Comi	145/ 147/ 153* 141/	roadcasting (CB), Development Journalism (on Technology (ECT)  Educational Broadcasts  Advanced Development Journalism  Learning Modules Development  Writing and Program Planning for  Community Radio  Management and Production of a  Community Newspaper	DJ) or	Educat 2	donal	3
Comi DC	145/ 147/ 153* 141/ 143/	roadcasting (CB), Development Journalism (on Technology (ECT)  Educational Broadcasts  Advanced Development Journalism  Learning Modules Development  Writing and Program Planning for  Community Radio  Management and Production of a  Community Newspaper  Video Production	DJ) or	Educat	ional	3
Comi	145/ 145/ 153* 141/ 143/ 155* 134/	roadcasting (CB), Development Journalism (on Technology (ECT)  Educational Broadcasts  Advanced Development Journalism  Learning Modules Development  Writing and Program Planning for  Community Radio  Management and Production of a  Community Newspaper  Video Production  Radio Drama and Documentary	DJ) or	Educat 2	donal	3
Comi DC	145/ 147/ 153* 141/ 143/ 155* 134/ 136/	roadcasting (CB), Development Journalism (on Technology (ECT)  Educational Broadcasts  Advanced Development Journalism  Learning Modules Development  Writing and Program Planning for  Community Radio  Management and Production of a  Community Newspaper  Video Production  Radio Drama and Documentary  Publications Writing and Editing	DJ) or 5	Educat 2	3 3	3
Comi DC	145/ 145/ 153* 141/ 143/ 155* 134/	roadcasting (CB), Development Journalism (on Technology (ECT)  Educational Broadcasts  Advanced Development Journalism  Learning Modules Development  Writing and Program Planning for  Community Radio  Management and Production of a  Community Newspaper  Video Production  Radio Drama and Documentary	DJ) or 5 5	Educat 2 2	donal	3
Comi DC	145/ 147/ 153* 141/ 143/ 155* 134/ 136/	con Technology (ECT)  Educational Broadcasts Advanced Development Journalism Learning Modules Development Writing and Program Planning for Community Radio Management and Production of a Community Newspaper Video Production Radio Drama and Documentary Publications Writing and Editing Introduction to New Media & Technology	DJ) or 5 Tota	Educat 2	3 3	3
Comi DC	145/ 147/ 153* 141/ 143/ 155* 134/ 136/	roadcasting (CB), Development Journalism (on Technology (ECT)  Educational Broadcasts  Advanced Development Journalism  Learning Modules Development  Writing and Program Planning for  Community Radio  Management and Production of a  Community Newspaper  Video Production  Radio Drama and Documentary  Publications Writing and Editing	DJ) or 5 Tota	Educat 2 2	3 3	3
DC DC	145/ 145/ 147/ 153* 141/ 143/ 155* 134/ 136/ 157*	roadcasting (CB), Development Journalism (on Technology (ECT)  Educational Broadcasts  Advanced Development Journalism  Learning Modules Development  Writing and Program Planning for  Community Radio  Management and Production of a  Community Newspaper  Video Production  Radio Drama and Documentary  Publications Writing and Editing  Introduction to New Media & Technology  FOURTH YEAR – Second Seme	5 5 Tota	Educat 2 2	3 3	3
Comi DC	145/ 147/ 153* 141/ 143/ 155* 134/ 136/ 157*	con Technology (ECT)  Educational Broadcasts Advanced Development Journalism Learning Modules Development Writing and Program Planning for Community Radio Management and Production of a Community Newspaper Video Production Radio Drama and Documentary Publications Writing and Editing Introduction to New Media & Technology  FOURTH YEAR – Second Seme	5 5 Tota ester	Educat 2 2	3 3	3 3 19
DC DC	145/ 145/ 147/ 153* 141/ 143/ 155* 134/ 136/ 157*	roadcasting (CB), Development Journalism (on Technology (ECT)  Educational Broadcasts  Advanced Development Journalism  Learning Modules Development  Writing and Program Planning for  Community Radio  Management and Production of a  Community Newspaper  Video Production  Radio Drama and Documentary  Publications Writing and Editing  Introduction to New Media & Technology  FOURTH YEAR – Second Seme	5 5 Tota ester TBA TBA	2 2 I Units	3 3	3 3 1
Comi DC DC	145/ 147/ 153* 141/ 143/ 155* 134/ 136/ 157*	con Technology (ECT)  Educational Broadcasts Advanced Development Journalism Learning Modules Development Writing and Program Planning for Community Radio Management and Production of a Community Newspaper Video Production Radio Drama and Documentary Publications Writing and Editing Introduction to New Media & Technology  FOURTH YEAR – Second Seme	5 5 Tota ester TBA TBA	Educat 2 2	3 3	3
DC DC	145/ 147/ 153* 141/ 143/ 155* 134/ 136/ 157* 200A/ 200B	con Technology (ECT)  Educational Broadcasts Advanced Development Journalism Learning Modules Development Writing and Program Planning for Community Radio Management and Production of a Community Newspaper Video Production Radio Drama and Documentary Publications Writing and Editing Introduction to New Media & Technology  FOURTH YEAR – Second Seme	5 5 Tota ester TBA TBA	2 2 I Units	3 3	3 3 11

### COMPARISON OF THE EXISTING AND PROPOSED BSD( CURRICULUM

#### **EXISTING**

#### PROPOSED REVISION

Course No. and Description	Units	Course No. and Description
FIDOT VEAD TO		2333.164441
FIRST YEAR -First Semester		
Bio. 11 General Biology	4	Bio 11 General Biology
Eng 11 Comm. Skills I	3	Eng 11 Comm. Skills I
Math 11 College Algebra	3	Math 11 College Algebra
Psyc 11 General Psychology	3	Psych 11 General Psychology
SocSci 13 Socio Econ. Systems	3	SocSci 13 SocioEcon Systems
PI 11 Phil. History Const. & Rizal	3	SocSci 16 Life & Works of Rizal
PhyEd 11 Phys Fitness& Gymnastics	(2)	PhyEd 11 Phys Fitness& Gymnastics
Euth 11/ Personality Dev & Adj.		NTSP 11
ROTC 11 First Yr. Basic Course	(1/1.5)	
TOTAL UNITS	19	TOTAL UNITS
FIRST YEAR – Second Semester Bot 21 General Botany		
Bot 21 General Botany Chem 11 General Chemistry	3	Chem 11 General Chemistry
Eng 12 Comm Skills II	4	Eng 12 Comm Skills II
	3	Hum 11 Intro to Humanities
Math 22 Plane Trigonometry	3	Math 12 Plane Trigonometry
SocSci14 Phil.Soc. Prob. Land Ref. And Taxation		SocSci 14 Phil Soc. Prob., Land Ref.
Soci11 General Sociology	3	And Taxation
PhyEd 12 Recreational Games &	3	Soci 11 General Sociology
Rhythmic Act	101	PhyEd 12 Recreational Games &
Euth 12/ Human Relations	(2)	Rhythmic Activities
ROTC 12 First Year Basic Course	1414 5	NTSP 12
TOTAL UNITS	(1/1.5)	
SECOND YEAR - First Semester	19	TOTAL UNITS
Agro 21 Fund of Crop Production		
Ecol 21 Fund of Ecology	3	Agro 21 Fund of Crop Production
Eng 15 Adv. Grammar & Comp.	3	Ecol 21 Fund of Ecology
HN 21 Human Nutrition	3	SS110 Soils and Soil Management
Zoo 21 General Zoology	3 3 3	Phys 11 General Physics
DC 121 Intro to Dev Comm	3	DC 121 Intro to Dev Comm
C 123 Basic Photograph	3	DC 123 Basic Photography
DC 123 Basic Photography PhyEd 13 Team Sports	3	PhyEd 13 Team Sports
tith 13/ Moral 9 Colinary	(2)	
Euth 13/ Moral & Spiritual Values	1417 ==	
ROTC 13 Second Year Basic Course TOTAL UNITS	(1/1.5)	
ECOND YEAR - Second Semester	21	TOTAL UNITS
EAR - Second Semester		
lort 22 General Horticulture	2	11-100
pan 21 Spanish Culture in the Phil	3	Hort 22 General Horticulture
pch 11 Speech Communication	3	Philo. 12 Cont. Philosophical Thoughts
eneral Physics	3	Spch 11 Speech Communication
Fund of Dev Broadcasting	4	CS 21 Intro to Computer
C 124 Fund of AV Comm	3	DC 122 Fund of Dev Broadcasting
C 126 Fund of Dev Journalism	3	DC 124 Fund of AV Comm
hyEd 14 Indv./ Dual Sports	3	DC 126 Fund of Dev Journalism
uth 14/ Career Development	(2)	PhyEd 14 Indv./ Dual Sports
OTC 14 Second Year Basic Course	1412 5	3 • 0.05.44 (base)
To 14 Geodini Tear Basic Course	(1/1.5)	
7071		
TOTAL UNITS	22	

#### **EXISTING**

#### PROPOSED REVISION

		THOI GOLD ILLVIOION	
Course No. and Description	Units	Course No. and Description	Units
SECOND YEAR - Summer		No summer	
Philo 12 Contemp. Philo.	3		
Thoughts			
THIRD YEAR - First Semester			
FS 121 Fund of Farming Systems	3	DC 133 Computer Applications in	
PltProt 21 Prin of Plant Protection	3	Devcom	3
SS 110 Soils and Soil Mgnt	3	PltProt 21 Prin of Plant Protection	3
Stat 21 Elementary Statistics	3	HN21 Human Nutrition	3
DC 137 Broad Spch & Performance	3	Stat 21 Elementary Statistics	3
DC 149 Print Reproduction	3	DC 137 Broad.Spch & Performance	3
DC 198/ Res.Ping. & Manusc. Prep.		DC 149 Print Reproduction	3
Eng. 24 Wtg. The Res. Paper	3	DC 198 Res.Ping. & Manusc. Prep.	
		(no more Eng.24 option)	3
TOTAL UNITS	21	TOTAL UNITS	21
THIRD YEAR - Second Semester			
		Engl 21 Intro. to Literature	3
AS 120 Small Scale Animal Prod.		AS 21 Prin of Animal Science	3
Agro 144 Cereal Production	3	Filp 25 Sining ng	
For. 134 Agroforestry System	3	Pakikipagtalastasan	3
dum 11 Intro to Humanities	3	SocSci15 Phil.History & Constitution	3
OC 132 Eval .of Comm. Materials	3	DC 132 Eval .of Comm. Materials	3
OC 135 Science Reporting	3	DC 135 Science Reporting	3
OC 151 Visual Aids Plnng., Design	3	DC 151 Visual Aids Plnng., Design	
and Production		and Production	3
TOTAL UNITS	3 21	TOTAL UNITS	04
OURTH YEAR - First Semester	71	- In the second	21
Devcom majors can choose from		Devcom majors can choose from any of the three specializations—	
any of the two specializations—	1	Community Broadcasting,	
Community Broadcasting or		Development Journalism or	
Development Journalism		Educational Communication	
		Technology	
		recimology	
RM 21 Intro to Family Res. Mgnt.	3	DC 199 Undergraduate Seminar	4
RS 126 Phil Rural Society	3	RS 126 Phil. Rural Society	1 3
Agro/AS/		Filp 12 Panitikang Filipino	3
fort 195 Practicum in Agriculture	2	DC 131 Comm. Campaigns & Prog.	
C 131 Comm. Campaigns & Prog.	3	DC 145/ Educational Broadcasts	
OC 145/ Educational Broadcasts		147/ Adv. Dev. Journalism	3
147 Adv. Dev. Journalism	3	153 Learning Module Dev.	3
C 141/ Wtg. & Prog. Plnng. For		DC 141/ Wtg. & Prog. Plnng. For	
Community Radio	1.	Community Radio	
143 Mgnt. & Prod. of a	3	143/ Mgnt. & Prod. of a	3
Community Newspaper		<ul> <li>Community Newspaper</li> </ul>	
OC 134/ Radio Drama & Documentary		155 Video Production	
136 Publications Wtg. & Editing	3	DC 134/ Radio Drama & Documentary	
		136/ Publications Wtg. & Editing	
		157 Intro. to New Media & Tech.	3
	1	The state of the s	
			3

EXISTING		PROPOSED REVISION
Course No. and Descriptive Title	Units	Course No. and Descriptive Title
FOURTH YEAR - Second Semester		
DC 199 Undergraduate Seminar DC 200A/ Undergraduate Thesis	1	DC 200A/ Undergraduate Thesis
200B Internship + Case Study	6	200B Internship + Case Stud
TOTAL UNITS	7	TOTAL UNITS
GRAND TOTAL (Excluding PE, Euth. & ROTC)	153	GRAND TOTAL (excluding PE & NTSP)
Including PE, Euthenics and ROTC) (12/14)	165/ 167	Including PE and NSTP

# SUMMARY OF COURSES SHELVED/DELETED, SPLIT, CHANGED AND ADDED

EXISTING CURRICULUM	PROPOSED	CURRICULUI
		~~!!!!!

EXISTING CURRICULUM		PROPOSED CURRICULUM
A. Courses shelved/deleted	Units	CHED-mandated courses added
Bot 21 General Botany	3	Engl 21 Intro to Literature
Zoo 21 General Zoology	3	Filp 25 Sining ng Pakikipagtalasta
FS 121 Fund of Farming System	3	Filp 26 Panitikang Filipino: Pahap
Agro 144 Cereal Production	3 3 3 3	Na Kasaysayan at Mga Pi
For 134 Agroforestry Systems	3	Katha
RM 21 Intro to Family Res. Mgnt. Agro/AS/	3	CS 21 Intro to Computer
Hort. 195 Practicum in Agriculture	2	
Engl 24 Wtng. The Research Paper	3*	
Engl 15 Adv. Grammar & Comp.	3	
Span 21 Span.Culture in Phil. Setting	3	
B. Advanced courses converted to fundamental		Fundamental Courses
AS 120 Small Scale Animal Prod.	3	AS 21 Prin. Of Animal Science
C. Course mandated by CHED for splitting		Split Courses
Pl 11 Phil. History, Constitution		Soc Sci 15 Phil. History and
and Rizal	3	Constitution
		Soc Sci 16 Life and Works of Rizal
D. Summer course reprogramming		Summer course transferred to a regular semester
Philo 12 Contemp. Philo. Thoughts	3	Philo 12 Contemp. Philo. Thoughts
		New Information and Communicat
	-	Technology (ICT)-related course
		DC 133 Computer Applications in
		Development Communication
TOTAL UNITS	32	TOTAL UNITS
* NOTE: DC 198- Research Planning	and Black	augorina Dromonation (O. it ) I II

\* NOTE: DC 198- Research Planning and Manuscript Preparation (3 units) shall be all Devcom students regardless of Option (thesis or internship). Hence, has to be shelved.

## New courses for the new specialization- Educational Communication Technolog

DC 153	Learning Module Development	3
DC 155	Video Production	3
DC 157	Intro. to New Media and Technology	<u>3</u>
		9 units

# DEPARTMENT OF DEVELOPMENT COMMUNICATION

College of Agriculture
LEYTE STATE UNIVERSITY
Visca, Baybay, Leyte

FA	CI	11	TY	PR	OF	IIF
		NO.		1 1		

		FACULTY PR	OFILE	*
	Name/Degree/Rank	Specialization/Major		Courses Taught/
1.	ALESNA, Wolfreda T. BSBA MS PhD	(Professor) Banking & Finance DevCom (Journ/AV) DevCom	none Rural Sociology Rural Sociology	To Teach DC 147 DC 149 DC 132 DC 135 DC 133 DC 124 DC 123 DC 151 DEVC 212 DEVC 214 DEVC 251 DEVC 232 DEV 298 ATE 223
3.	ARCEÑA, Christina R. BSDC MS Candidate	CommBroad DevCom	none AgExtension	DC 121 DC 122 DC 134 DC 132 DC 133 DC 141 DC 149 DC 137 DC 199
	CAGASAN, Editha G. BS MS	(Asst. Professor) Ag. Eng'g. DevCom	none	DC 121 DC 135 DC 143 DC 136 DC 126 DC 198 DEVC 211 DEVC 205 DEVC 213 DEVC 218 DEVC 298
4.	MA PhD	MassComm Communication DevCom	Rural Sociology/Mg Statistics	DC 121 DC 131 DC 132 pt. DC 198 DEVC 232 DEVC 205 DEVC 231 DEVC 295 DEVC 298
5.	MS	DevCom	none Ecology	DC 121 DC 137 DC 153 DC 132 ATE 223 DEVC 205 DEVC 298 DEVC 235 DEVC 232
6		Instructor) AgBotany	none	DC 123 DC 124*

DC 151 DC 155 DC 132

*DC 124 is a service course with about	t 400 students during the first semester
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#### AFFILIATE FACULTY

7.	PALA, Patricia C. BSDC MS Candidate	(Instructor) Journalism DevCom	none Extension	DC 136 DC 143
8.	RAMIREZ, Ludito V. BSDC MS	(Instructor) Community Broadcastin DevCom	ng - Extension	DC 145 DC 141
9.	SINON, Janet P. BSDC MS Candidate	(Instructor) Journalism DevCom	none Extension	DC 143 DC 136
11.	DAGOY, SALVADOR BSA MS PhD	(Professor) Extension-Communica	tion	DEVC:
HON	ORIFIC FACULTY			
11.		. (Broadcast Program Su Community Broadcasti Rural Development		DC 134 DC 141 DC 145
12.	LABRA, Jerome BSDC With MS units	(SRA) (Development Journalis	sm)	DC 133 DC 157

# DEPARTMENT OF DEVELOPMENT COMMUNICATION College of Agriculture LEYTE STATE UNIVERSITY Visca, Baybay, Leyte

#### LIST OF FACILITIES

#### A. Community Broadcasting

- Radio Station DYAC
- One set of computer, 40 gigabyte with software for non-linear audio production (located at the DDC mini-library)
- One JVC double cassette recorder and 3-deck CD player
- One stereo Audio mixer
- One Altec speaker/sound blaster
- Micro cassette recorders
- One SONY cassette recorder (for audio monitoring)
- One double cassette recorder

#### B. Development Journalism

- LSU Printing press with two offset printers, processing facilities—from Process Camera and darkroom to stripping tables, plating room, heavry duty cutters, stitching machines, binding machines and, recently a risograph printer
- 2. One set of computer for desktop publishing, complete with HP-flatbed scanner and EPSON inkjet color printer.
- 3. One additional HP flatbed scanner (from Dr.MM Escalada's IRRI-funded projects)
- One additional Canon BJC color printer (from W.T. Alesna's PCARRD-funded project)

#### C. Audio-Visual Facilities

- one unit widescreen TV monitor attached to the computer system for use in instruction, especially for Powerpoint presentation (located at Room 218)
- 2. one unit computer system for composition and layouting for use in the production of graphics and AV materials
- one unit SONY digital video camera (from Dr. MM Escalada's IRRI project) for use in video production in DC 151
- one set Nikon SLR camera (from Dr. MM Escalada's IDRC project) for use in photography- with flash and other accessories
   two sets FLUICA SLR camera for the photography of the photography.
- two sets FUJICA SLR camera for the photography class- complete with accessories—lenses and filters and tripods
   one set of SLR electronic Nikon camera, with tripod and other camera.
- one set of SLR electronic Nikon camera- with tripod and other accessories (for use in photography class)
  one unit- slide projector (from WT Alesna's USAID BOARDS BRDD BRDD
- one unit- slide projector (from WT Alesna's USAID-PCARRD-RRDP project)
   one unit portable overhead projector (from WT Alesna's USAID-PCARRD-RRDP Project)
- 9. one unit overhead projector
- one unit VHS player (from JNSales research (thesis) project funded by CIIFAD-Cornell U)
- 11. one unit 23" TV monitor (from WTA's project)
- 12. Audio Visual Room with a capacity of 60 students complete with the abovementioned equipment/facilities

#### Department Facilities for Faculty/Students Use

- two sets of computers for use by DDC staff/faculty and students (closely supervised by the faculty)
- three units of typewriters –for use by students in typing their scripts (in case the computers are used)
- the DDC mini-library
- Dr. Escalada's computer and Toshiba laptop for data processing and analysis
- 5. Internet access for students in DC 200A (Undergraduate Thesis) and DC 131 (Communication Campaigns and Programs), support provided by Dr. Escalada's IRRI research projects
- Combo binder (from Dr. Escalada's IDRC project)

#### Facilities where DDC Faculty and Students Have Access/Could be Exposed To

IMDC facilities (complete with audio-visual facilities and production s with a 3-in-one system that includes scanning, copying, and printi productions

Facilities at the Consortium (ViCARP) -students could be exposed to 2. information stop and desktop kiosk (the desktop kiosk system are also at the DDC computer found in the DDC mini-library for demonstration pu

3. University library facilities

Internet café - where students could co their desktop research (dow 4. from the Internet), producing of scripts and manuscripts and research/fie data analysis.

# Graduate School Leyte State University Visca, Baybay, Leyte

# Proposal to Amend Some Provisions in the Graduate School Code

# Rationale:

In consonance with the LSU mission to attain the highest quality of human capital, the Graduate School (GS) is proposing some urgent amendments in the GS Code. These amendments would hopefully result to the standardization, more efficient and effective implementation of the GS requirements.

Existing

Proposed

ARTICLE VII

ACADEMIC AND OTHER REGULATIONS

ARTICLE VII

Section 3. None

ACADEMIC AND OTHER REGULATIONS

Section 3. Qualifying Examination for Doctoral Program

- 3.1. The student must take the qualifying examination to be conducted by his/her GAC after earning 9 graduate credit units. The result of the examination will be the basis for evaluating the student's ability to pursue doctoral study and for determining a suitable program of course work.
- 3.2. The student should submit his/her application for the qualifying examination, duly recommended by the

Head of the major department to the Dean of Graduate School not later than one month before the date of the examination. The details of the qualifying examination shall be left to the discretion of the GAC.

- 3.3. To pass the examination, the student must receive unanimous vote of the committee.
- 3.4. If the student fails, a re-examination shall be allowed upon unanimous approval of his/her GAC. If he/ she fails the re-examination, he/she shall be disqualified from pursuing that particular degree.
- 3.5. The chairman of the GAC shall submit to the Dean of Graduate School a report on the result of the examination within one week after the examination.

Sec. 13. Examinations

# 13.1 Comprehensive Examination

a. After satisfying all the course work requirements prescribed in his plan of study, the student shall take a comprehensive examination to be given by his GAC. The comprehensive examination is intended to test the student's competence in integrating knowledge in all required courses taken. If

# Section 14. Examinations

# 14.1 Comprehensive Examination

a. To qualify for the comprehensive examination, the student must have passed all courses in his approved plan of course work and obtained a GPA of 2.00 and 1.75 or better for all courses listed under his major and cognate fields for master's and doctoral degree program, respectively. Courses listed under "others" shall be excluded from the computation of the GPA but grades in these subjects must be passing.

- b. To qualify for the comprehensive examination the student must have passed all courses in his approved plan of course work and obtained a GPA of 2.00 or better for all courses listed under his major and cognate fields. Courses listed under "others" shall be excluded from the computation of the GPA but grades in these subjects must be passing.
- c. To pass the comprehensive examination, a student should get a unanimous vote from the examining committee members. If he fails, he may be given one re-examination upon unanimous approval of the committee members. Additional courses may be prescribed by the committee to further prepare the student for the re-examination.
- d. Results of the comprehensive examination shall be submitted not later than the working day following the examination. If the examining committee cannot submit the results of

- b. After satisfying all the course work requirements prescribed in his plan of study, the *master's student* shall take a written comprehensive examination to be given by his GAC. If deemed necessary, the written examination may be supplemented by oral examination. The *doctoral student* shall take a written examination covering all courses taken as indicated in his/her plan of course work. An integrative oral examination shall also be given one week after passing the written examination.
- c. To pass the written comprehensive examination, a student should get a score of not less than 75% of the total points. In case a master's student is given an oral examination, a unanimous vote from the GAC is required. If a master's or doctoral student fails, he may be given one re-examination upon unanimous approval of the committee members. This will be held not earlier than one courses may be prescribed by the committee to further prepare the student for the re-examination.
- d. Results of the comprehensive examination shall be submitted not later than 30 days following the examination. If the examining committee cannot submit the results of the examination on time, he/she must notify the Dean of Graduate School

- e. A student who fails in the comprehensive examination may apply for re-examination to be held not earlier than one month after the first examination.
- f. After passing the comprehensive examination the student will be issued a certificate of candidacy for the degree he is pursuing by the Director of Graduate School.

- immediately in writing stating the reason for the delay.
- e. After passing the comprehensive examination, the student will be issued a certificate of candidacy for the degree he/she is pursuing by the Dean of the Graduate School.

# TISH Mahoratory High School Department of Science Education LEYTE STATE UNIVERSITY Visca, Baybay, Leyte

#### PROPOSAL TO CHANGE THE GRADING SYSTEM OF LSU LABORATORY HIGH SCHOOL

#### RATIONALE:

The LSU Laboratory High School has been implementing a Grading System in which the Highest Rating is 95% and the Lowest is 65%. At present more high schools even the DECS are adopting a grading system with the Highest Rating of 100% and the Lowest Rating of 70%.

To make our students more competitive with students from other schools in getting scholarship opportunities, to give deserving students the appropriate grades due them, and to keep abreast of the trend of the time, we propose the following revision of the LSU Laboratory High School Grading System.

The second secon	Existing Grading System	Proposed Grading System
A. Highest & Lowest Rating & Passing Grade  Highest Rating  Lowest Rating  Passing Grade	95% 65% 75%	100% 65% 75%
B. Titles of Graduating Honor Students*  With Highest Honors  With High Honors  With Honors	93.00—95.00% 90.00—92.99% 87.00—89.99%	96.68—100% 93.34—96.67% 90.00—93.33%
C. Grades of Scholars  Partial  Full	85—89. <del>9</del> 9% 90—95.00%	90—94.99% 95—100%

Effectivity: This proposed Grading System shall take effect starting School Year 2002-2003.

<sup>\* -</sup> The student with the highest composite grade among graduating students regardless of title shall be considered <u>Valedictorian</u> and the student with the second highest composite grade shall be considered <u>Salutatorian</u>.

# Leyte State University NATIONAL SERVICE TRAINING PROGRAM Visca, Baybay, Leyte

June 5, 2002

Prof. DANIEL M. TUDTUD
Secretary of the Board of Regents and
University Secretary
Leyte State University

#### Dear Prof. Tudtud:

I wish to inform you of my stand and position regarding the proposal of 1Lt Pedro Y Alcober, Commandant, AFROTC for Region 8, to convert our ROTC unit activation from Army Air Force. My decision is anchored on the following premises:

- The LSU ROTC have been affiliated to the Army ROTC since its inception. Thus, we have established and maintained good relationship with the Army that we can not afford to be ruined and sheared at this moment;
- The LSU ROTC have made a good name being a National Best ROTC Unit in 2001 and Regional Best ROTC Unit in 2001 and 2002, under the leadership and command of the pool of instructors from Camp Downes. Thus, it proves that the Army in our region is delivering its service to our school and cadets in high and quality standards;
- 3. Instructors of the Army ROTC come from Camp Downes, Ormoc City which is nearer to our campus than the Air Force stationed in Tacloban City. I have a reservation that in the event that AF instructors may not be available, they will just simply delegate the tasks to cadet officers. For the moment, we have no Tactical Officer who is a graduate from and called to active duty (CAD) by the Air Force;
- 4. The LSU ROTC Unit is an activated unit under the Army branch of service. To change its activation to another branch is a long and tedious process. We have to make requests to both GHQ's with the proper endorsement from the regional commanders and our unit will have to undergo evaluation according to their prescribed standard;

5. The Program of Instruction (POI) of the AFROTC that is equivalent to 60 hr not be correct. Section 5a of the Guidelines for the Implementation of the Ba ROTC Program for all major services, issued by the then Chief of Staff Gen Diomedio P Villanueva, stipulated that "the basic ROTC shall be a one (1); two (2) semester program which consists of a minimum of ninety (90) traini per semester equivalent to three (3) units for a total of six (6) units". Clearly standard for the ROTC irrespective of the branch of service. While we are at shorter training time of the AFROTC as presented, however, they may com realize later of this discrepancy and implement the 90-hour training requiren

In view of the above premises, I firmly believed that our ROTC unit must continuaffiliated with the Army Branch of Service. I am assured by the concurrent Commanda Victor R del Fiero that they will do their best to smoothly implement ROTC under the even if our enrollees will be less than 350 cadets.

Very truly yours,

ManoLO B. LOI Head, LSU NSTP

cc. Dr. Manuel K. Palomar – Vice-President for Academic Affairs Dr. Oscar B. Posas – Director, Curriculum and Instructional Materials Development

# PHILIPPINE AIR FORCE AIR RESERVE COMMAND 5<sup>TH</sup> AIR RESERVE CENTER 537<sup>TH</sup> DEPARTMENT OF AIR SCIENCE AND TACTICS SPBS, PAWING PALO LEYTE



DAST

23 May, 2002

SUBJECT:

AFROTC AFFILIATION

TO:

ESTER A GARCIA Ph. D. Chairperson, Board of Regents

Leyte State University

Thru:

PACIENCIA P MILAN Ph. D President, Leyte State University

VISCA, Baybay Leyte

- 1. With the present development concerning the implementation of Republic Act 9163, the National Service Training Program (NSTP), your Air Force wishes to extend our services to your Institution for the adoption of an Air Force Reserve Officer Training Corps (AFROTC).
- 2. The AFROTC over the years has played a vital role in the defense of our country during wartime and also stood with pride in nation building and development. This is the main rationale why we strongly support the national ROTC program, which is pursued by the untiring men and women of Air Reserve Command and of your institution who demands challenging trainings to mold our youth into a disciplined, productive and indomitable citizen in the future. Your present Air Reserve Command, which oversees the Air Force ROTC is run by dedicated and professional military personnel tasked to produce leaders and heroes of tomorrow in support to the prime duty of the citizens; 'To Defend the State'.
- 3. In this regard, the undersigned as charged by Air Reserve Command is more than willing to offer the said course. An orientation on how the program of instruction is being conducted will be presented at your convenient schedule. Your school will subsequently have an independent Department of Air Science and Tactics (DAST) that will cater the NSTP requirement with the academic and administrative supervision of your school.
- 4. Should you have the interest of having partnership with your Air Force, the undersigned will be glad to discuss related matters at your most favorable time.
  - 5. Thank you and more power!

6. For information.

PEDRO Y ALGOBER JE

COMMANDANT

Incl; Proposed POI

Significant Text from RA 9163

#### PROPOSED Program Of Instruction (POI) (AIR SCIENCE - 1<sup>ST</sup> SEM)

SUBJECT	NR OF HOURS
PHYSICAL ORGANIZATION	2
COURSE ORIENTATION	1
LEGAL BASIS	2
MILITARY INDOCTRINATION 1  A. MILITARY ORGNIZATION  B. COURTESY AND DISCIPLINE  C. INTERIOR GUARD DUTY  D. MILITARY CORRESPONDENCE	12 (2) (4) (4) (2)
IND PROTECTIVE MEASURES  A. PERSONAL HYGIENE & SAN  B. 1ST AID (Basic Life Support)  C. HUMAN RIGHTS	12 (2) (8) (2)
CIVIL MILITARY OPERATIONS  A. INTRO TO CMO  B. MILVED  C. COMREL  D. CMO FIELD WORKS  E. ENVIRONMENTAL PROTECTION &	8 (1) (1) (1) (4) ECO DEV'T (1)
BASIC WEAPONS TRAINING 1 A. M16 CAL 5.56 B. M14 CAL 7.62 C. GARAND M1 CAL 30	6 (2) (2) (2)
DRILLS & CEREMONIES A. DISMOUNTED DRILL B. CEREMONIES	13 (9) (4)
GRADED EXAM	2
COMDTS TIME	2
TOTAL	60 HRS

#### PROPOSED Program Of Instruction (POI) (AIR SCIENCE - 2<sup>ND</sup> SEM)

SUBJECT	NR OF HOURS
PHYSICAL ORGANIZATION	2
MILITARY INDOCTRINATION 2	6
A. MILITARY JUSTICE	(2)
B. BASIC SIGNAL COM	(2)
C. BASIC INTEL	(2)
COMPUTER BASED TRAINING (CBT) OF SOLDIER	9
A. IND MOVEMENT TECHNIQUES	(3)
B. HAND AND ARM SIGNAL	(3)
C. BASIC FORMATIONS	(3)
BASIC WEAPONS TRAINING 2	6
A. GRENADE LAUNCHER, 40MM M203	(2)
B. HAND GRENADE	(2)
C. MG, 7.62MM M600	(2)
PRE-MARKSMANSHIP TRAINING/	
FAMILIARIZATION FIRING	4
CMO FIELD WORKS AND PRACTICAL EXERCISES	4
E-ROTC PROGRAM	12
A. INTRO TO LES	(6)
B. INTRO TO CWS	(6)
DRILLS & CEREMONIES	13
A. DISMOUNTED DRILL	(9)
B. CEREMONIES	(4)
GRADED EXAM	2
COMMANDANT'S TIME	2
TOTAL	60 HRS

#### NATIONAL SERVICE TRAINING PROGRAM

#### REPUBLIC ACT NO. 9163

AN ACT ESTABLISHING THE NATIONAL SERVICE TRAIN PROGRAM (NSTP) FOR THE TERTIARY LEVEL STUDE AMENDING FOR THE PURPOSE OF REPUBLIC ACT NO. PRESIDENTIAL DECREE NO. 1706 AND FOR OTHER PURPOSE.

#### PROVISIONS OF NSTP

#### DECLARATION OF POLICY:

- A. GOVERNMENT TO SERVE AND PROTECT ITS CITIZENS.
- B. CITIZENS TO DEFEND THE STATE.
- C. CITIZENS TO RENDER MILITARY OR CIVIC SERVICE.
- D. PROMOTE CIVIC CONSCIOUSNESS AND PATRIOTISM AMONG YOU

#### MANAGEMENT OF NSTP COMPONENT:

SCHOOL AUTHORITIES WILL EXERCISE ACADEMIC AND ADMINISTRATIVE SUPERVISION.

#### NSTP OFFERING:

ALL PUBLIC AND PRIVATE SCHOOLS SHOULD HAVE AT LEAST ON (1) NSTP COMPONENT OFFERED TO STUDENTS OF BACCALUERATE DEGREE OR AT LEAST TWO (2) YEARS COURSE.

# ASSIGNMENT OF UNITS TO ONE (1) NSTP COMPONENT:

DND/AFP POSITION – ONE (1) SEMESTER OF ROTC SHALL BE EQUIVALENT TO THREE (3) UNITS FOR A TOTAL OF SIX (6) UNITS FOR TWO SEMESTERS. (SAME WITH CWTS AND LTS)

# ALLOCATION OF INSTRUCTIONAL HOURS PER ONE (1) NSTP COMPONENT:

CHED/DND AGREEMENT PER IRR TWG MEETING 19 FEB 2002, FIFTY-FOUR (54) TO NINETY (90) HRS PER SEMESTER.

#### ASSESSMENT OF NSTP FEES:

CHED/DND AGREEMENT PER IRR TWG MEETING 19 FEB 2002. NOT MORE THAN 50% OF FEES CURRENTLY CHARGED PER ONE (1) ACADEMIC UNIT.

#### ISSUES AND CONCERNS:

#### For the school/institution who will adopt AFROTC

- 1. This program enables the students to avail the constitutional mandat and the provisions of the Republic Act 9163 by emphasizing thei duties and responsibilities as citizens through their participation in national defense preparedness. Furthermore, it will help the student acquire a sense of patriotism and nationalism that will enable them to support activities that will uplift the quality of life of their fellow countrymen.
- The completion of the two semesters ROTC will qualify the students to enroll in the advance ROTC, active duty training, and other military trainings due for a reservist and have the chance of being enlisted/CAD (call to active duty) in the AFP regular force.
- 3. Our government depends largely on the fertile ready reserve force in the Reserve Officer Training Corps to be tapped in various missions, e.g. civic-military operations, disaster/calamity response, rebellion/insurrection, environment protection, civilian home defense, and other national programs. The school adopting ROTC will be contributing greatly in providing the military personnel requirement of the national government.

## Advantages of having an AFROTC Department of Air Science and Tactics (DAST)

- Ready Program of Instruction (POI) in the coming school year 2002-2003.
- 2. Ready Qualified Instructors.
- 3. Ready Organized personnel (AFP/PAF) to support the AFROTC.
- 4. No salary required for the implementors; School Commandant and Staff (only honorarium).
- 5. Prestige of the school of having an independent DAST.

Visca, Baybay, Leyte

#### RENEWAL OF APPOINTMENT REGULAR-TEMPORARY EMPLOYEES FOR BOR CONFIRMATION

I	DEPT./NAME	POSITION	EFFECTIVITY
ı	CATRE, Salvador M. Jr.	Instructor 1	06-01-2002
I	CUADRA, Lijuerah J.	Instructor 1	06-01-2002
1	ENAGE, Susan M.	Instructor 1	06-01-2002
ı	GRAVOSO, Annie P.	Instructor 1	06-01-2002
ı	PABROQUEZ, Jesus S.	Agircul. Tech ll	06-01-2002
ı	PALA, Patricia C.	Instructor 1	06-01-2002
1	SALVINO, Rosalina O.	Instructor 1	06-01-2002
1	PASTORIL, Wilfreda C.	Messenger	06-19-2002
1	PEQUE, Dennis P.	Instructor 1	06-01-2002

ecommendation has been passed through the APB Board Meeting dtd May 17, 2002 at 9:00 a.m. & NAPB Board Meeting dtd May 14, 2002 at 8:30 a.m.

Noted:

Submitted by:

TERESITA L. QUIÑANOLA

HRMO IV

PACIENCIA P. MILAN

President

FROM THE APPROVED MINUTES OF THE ACADEMIC PERSONNEL BOARD MEETING HELD AT THE CONFERENCE ROOM ON MAY 17, 2002 AT 9:00 A.M.

Recommendation of the DAF and DSE Personnel Committee to renew the appointments of Mr. Dennis P. Peque and Dr. Lijueraj J. Cuadra as Instructor 1 effective June 1, 2002.

#### APB Action:

Recommending for approval.

Recommendation of the LSULHS Personnel Committee to renew the appointment of Mr. Salvador M. Catre, Jr. and Mesdames Susan M. Enage and Annie P. Gravoso, as Instructor l.

#### APB Action:

Recommending for approval. However, Mr. Dominador S. Ugsang is requested to talk to Mr. Catre regarding is classroom management and how to improve it starting this school year, otherwise this will affect his performance valuation which will support the recommendation for his renewal next school year.

Recommendation of the NARC Personnel Committee to renew the appointment of Ms. Patricia C. Pala as Instructor 1 effective June 1, 2002.

#### APB Action:

Per review of the workload of Ms. Pala, it is recommend that she should be given additional teaching load at DLABS or at Dev. Com.

Recommendation of the Department of Family and Consumer Sciences Personnel Committee to renew the appointment of Ms. Rosalinda O. Salvino, as Instructor 1 effective June 1, 2002.

Recommending for approval subject to the submission of their projected workload that should reflect the faculty member who is given the workload of Ms. Salvino while she is on leave without pay.

FROM THE APPROVED MINUTES OF THE NON-ACADEMIC PERSONNEL BOARD MEETING HELD AT FICE OF THE VICE PRESIDENT FOR ADMINISTRATION AND FINANCE ON MAY 14, 2002 AT 8:30 A.M.

Recommendation of the DAS Personnel Committee to renew the appointment of Mr. Jesus S. Pabroquez as Agricultural Technician effective June 1, 2002.

NAPB Action:

Recommending for approval:

TERESITA L. QUIÑANOLA Secretary, APB/NAPB

Visca, Baybay, Leyte

#### LIST OF ADMINISTRATIVE STAFF APROVED BY DBM FOR UPGRADING FOR BOARD OF REGENTS CONFIRMATION

NAME OF EMPLOYEE	PRESENT POSITION	SG	SI	NEW POSITION	SG	S
					11111111	2.0.5
1 LAUZON, Dominador A. Jr.	(Supply Officer II)	14	8	Supply Officer III	18	1
2 ANCHETA, Leticia D.	(Educ. Prog. Spec. 1)	12	5	Educ. Program Specialist II	16	1
3 BIBERA, Bernardita P.	(Educ. Prog. Spec. 1)	12	_	Educ. Program Specialist II	16	1
4 RAMOS, Legario B.	(Supply Officer 1)	10		Supply Officer II	14	1
5 TORRECAMPO, Diosdado M.	(Supply Officer 1)	10		Supply Officer II	14	-
6 TULIN, Alex P.	(Supply Officer 1)	10	_	Supply Officer II	14	-
7 YMAS, Teresita P.	(Supply Officer 1)	10		Supply Officer II	14	
8 CAGANDE, Silvestre B.	(Draftsman 2)	8		Draftsman III	11	
9 PO, Wilson Paterno C.	(Buyer 2)	6	5	Records Officer I	10	
10 POLIQUIT, Lucena L.	(Clerk 3)	6	_	Supply Officer I	10	•
11 ALBARICO, Armando P.	(Electrician 2)	6	5	Mechanic III	9	•
12 KANGLEON, Ernesto U.	(Welder 2)	6		Welder Foreman	9	
13 LOMONGO, Desiderio A.	(Mechl. Plt. Operator 2)	6	5	Mech. Plant Optr III	9	
14 POLIQUIT, Dominador G.	(Elec. & Comm. Eqpt. Tech2)	8	5	Electrician Foreman	9	;
15 ALBERIO, Fabian C.	(Elec. & Comm. Eqpt. Tech1)	6	5	Elect & Comm Equip TechII	8	
16 BRAGA, Rodrigo D.	(Lab. Technician 1)	6		Laboratory Technician II	8	
17 CANO, Ronillo V.	(Data Entry Machine Optr 1)	6	2	Data Entry Machine Optr II	8	
18 CARRENO, Nicola C.	(Elec. & Comm. Eqpt. Tech1)	6	5	Elect & Comm Equip TechII	8	
19 GALENZOGA, Arnulfo T.	(Data Entry Machine Optr 1)	6	2	Data Entry Machine Optr II	8	
20 SORIA, Gregorio B.	(Bookbinder 2)	4	5	Bookbinder III	7	
21 ALBARICO, Faustino D.	(Welder 1)	4	2	Welder II	6	
22 ALBISO, Cosme M. Jr.	(Mechanic 1)	4	2	Mechanic II	6	
23 AVELLANA, Leonel M.	(Mechl. Pit. Operator 1)	4	8	Mechanical Plant Operator II	6	
24 BANDALAN, Apolinario T.	(Welder 1)	4	1	Welder II	6	
25 BELARMINO, Romeo B.	(Farm Worker 2)	4		Agricultural Technician I	6	
26 CASTAÑAS, Benjamin V.	(Heavy Equipment Optr 1)	4	2	Heavy Equipment Operator II	6	
27 DE ASIS, Juan C.	(Mechl. Plt. Operator 1)	4		Mechl Plant Optr II	6	
28 LOPEZ, Macario F. Jr.	(Mechl. Plt. Operator 1)	4	7	Mechanical Plant Operator II	6	
29 MELITON, Vergite C.	(Machinist 1)	4		Machinist II	6	
30 POLIQUIT, Regalado D.	(Farm Worker 2)	4		Ag. Technician I	6	
31 BALOTITE, Danilo P.	(Plumber 1)	3		Plumber II	5	
32 IGOT, Leopoldo P.	(Carpenter 1)	3	1	Carpenter II	5	
33 POLO, Jorge M.	(Mason 1)	3		Mason II	5	
34 DIANO, Ederlina S.	(Reproduction Mach Optr 1)	2		Budgeting Aide	4	_
35 FLANDEZ, Arlin B.	(Clerk 1)	3		Clerk II	4	-
36 ISRAEL, Felicisima P.	(Clerk 1)	3	2	Clerk II	4	
37 MANATAD, Teresita G.	(Clerk 1)	3	1	Budgeting Aide	4	-
38 NUÑEZ, Maria A.	(Clerk 1)	3		Clerk II	4	-
39 SORIANO, Wenifredo T.	(Laboratory Aide 1)	2	4	Laboratory Aide II	4	
40 STA. IGLESIA, Roque D.	(Clerk 1)	3		Accounting Clerk I	4	and the second
41 ABANERA, Felix C.	(Utility Worker 1)	1		Utility Worker II	3	
42 MANAGBANAG, Dioscoro C.	(Utility Worker 1)	1	7	Utility Worker II	3	
43 MODINA, Ruperto P.	(Utility Worker 1)	1		Utility Worker II	3	
44 PIAMONTE, Edito G.	(Messenger)	2		Utility Worker II	3	
45 REDULA, Rosalina M.	(Guesthouse Caretaker)	2	2	Household Attendant I	3	

SUBMITTED BY: .

HRMO IV

Noted:

PACIENCIA P. MILAN President

Visca, Baybay, Leyte

#### ACADEMIC REGULAR STAFF RECOMMENDED FOR APPOINTMENT

#### FOR BOARD OF REGENTS CONFIRMATION

NAME

POSITION

DEPT.

1. BALALA, Arvin C.

Instructor 1

Dept.of Biological

Sciences

2. SALERA, Sherwin

Instructor 1

Institute of

Human Kinetics

Note: Recommendation has been passed through the APB Board Meeting dtd May 17, 2002.

Submitted by:

Noted:

PACIENCIA P. MILAN

President

TERESITA L. QUIÑAÑOLA

HRMO IV

EXCERPT FROM THE APPROVED MINUTES OF THE ACADEMIC PERSONNEL BOARD MEETING DATED MAY 17, 2002 AT 9:00 A.M.

5. Request of the Department of Biological Sciences Personnel Committee to hire Mr. Arvin C. Balala as Instructor 1 on regular status ...

APB Action:

Recommending for approval subject to availability of funds for regular hire...

6. Recommendation of Mrs. Remedios R. Russel to hire Mr. Sherwin Salera, a BSPE graduate of MSU, on regular status...

APB Action:

Recommending for approval subject to availability of funds for regular

hire...

TERESITA L. QUIÑANOL.
APB Secretary

Visca, Baybay, Leyte

### ACADEMIC REGULAR STAFF RECOMMENDED FOR APPOINTMENT

#### FOR BOARD OF REGENTS CONFIRMATION

NAME

POSITION

DEPT.

1. Alumbro, Editha C.

Instructor 1

Dept. of Scie Education

Submitted by:

TERESITA L. QUINANO HRMO IV

Noted:

PACIENCIA P. MILAN

EXCERPT FROM THE APPROVED MINUTES OF THE ACAI PERSONNEL BOARD MEETING DATED NOVEMBER 13.,, 2001

 Request for reconsideration of the DAEF Personnel Committee written and personal appearance) to the hiring of Mrs. Edi Alumbro as Instructor of the forthcoming College of Education.

APB Action:

The decision based on votation of the three APB ms majority was in favor of hiring Mrs. Alumbro.

TERESITA E. QUINAROI APB Secretary

Visca, Baybay, Leyte

#### APPOINTMENT FOR REGULAR EMPLOYEE FOR LSU-ALANG-ALANG CAMPUS

#### FOR BOARD OF REGENTS CONFIRMATION

NAME

POSITION

EFFECTIVITY

CHUA, Sarah M.

Administrative Officer 11

Upon BOR approval

Recommendation has been passed through the Non-Academic Personnel Board dtd 04/10/02.

Submitted by:

TERESITA L. QUIÑANOLA

HRMO IV

Noted:

ERET FROM THE APPROVED MINUTES OF THE MEETING OF THE NON-ACADEMIC SONNEL BOARD DATED APRIL 10, 2002.

Submission by the LSSA Personnel Committee of the justification to hire Mrs. Sarah M. Chua as Administrative Officer 11 instead of the first ranking applicant, Mr. Leonilo S. Melchor.

#### NAPB Action:

Based on the justification letter and personal appearance of Mr. Pablo B. Pedrera, College Administrator Il of LSSA, the preference to hire Mrs. Sarah M. Chua is based on her being a barrister which greatly enhanced her capability in handling administrative work. It is also noted that Mrs. Chua was not given points under performance due to her being employed in the private sector which would have increased her ranking, with these, the Board is recommending the approval to hire Ms. Chua as the Administrative Officer Il of LSSA subject to the approval of the BOR.

TERESITA L. QUIÑANOLA

Secretary, NAPB

Visca, Baybay, Leyte

#### TEMPORARY ADMINISTRATIVE STAFF RECOMMENDED FOR PERMANENCY

#### FOR BOARD OF REGENTS CONFIRMATION

Name Position Effectivity 1. Lumacad, Anecita M. Laboratory Upon BOR app Technician 1

Note:

Recommendation has been passed through the Non-Academic Pers Board Meeting dtd April 10, 2002 at 1:55 p.m.

Submitted by:

TERESITA L. QUIÑ HRMO IV

Noted:

PACIENCIA P. MILAN President Q

EXCERPT FROM THE APPROVED MINUTES OF THE NON-AC PERSONNEL BOARD MEETING HELD AT THE OFFICE OF TH PRESIDENT FOR ADMINISTRATION ON APRIL 10, 2002 AT 1:55 P.M.

Recommendation of the DASS Personnel Committee for the change from Temporary to Permanent of Ms. Anecita M. Lumacad, La Technician 1.

NAPB Action:

Recommending for approval to take effect upon approval of the Board of Regents.

TERESITA L. QUIÑA

Secretary, NAPB

#### PROPOSED REVISION OF HONORARIA FOR DESIGNATED POSITIONS

	DESIGNATED POSITION		ite per onth	RATA
Head of:	Alumni & Com. Relations Office Anti-Sexual Harassment Office University Review Center University Accreditation Center Center for Arts and Culture University Printing Press*	P	500.00 500.00 500.00 500.00 500.00 500.00	none none none none none none
Head of:	All Academic Departments Designated Administrative Units NSTP Office	1	1,000.00 1,000.00 1,000.00	none none
Head of:	Farm & Resource Management Institute Inst. of Strategic Research & Dev't. Studies Institute of Tropical Ecology Institute of Human Kinetics	1	,250.00 ,250.00 ,250.00 ,250.00	none none none
Assistant to the	e President for Corporate Planning and Income Generation	P 1	,250.00	w/RATA
Director of Ac Director for Re Director for R Director, Nation	retary rriculum and Instructional Materials Devt. creditation and Evaluation esearch and Extension Programs & E Technology Dissemination onal Abaca Research Center onal Coconut Research Center (Visayas) opine Rootcrops Research & Trng. Center raduate School	1 P 1 1 1 1 1 1 1	,500.00 ,500.00 ,500.00 ,500.00 ,500.00 ,500.00 ,500.00 ,500.00 ,500.00 ,500.00	none none w/RATA w/RATA w/RATA none none none w/RATA w/RATA
<ul><li>b. College</li><li>c. College</li><li>d. College</li><li>e. College</li></ul>	e of Agriculture (10-up departments) e of Forestry (3 departments) e of Vet. Medicine (2 departments) e of Engr'g. & Agri-Ind. (5 departments) e of Arts & Sciences (5 departments) e of Education (2 departments)	1; 1; 1; 1;	,800.00 ,500.00 ,500.00 ,500.00 ,500.00 ,500.00	w/ RATA none none w/RATA w/RATA none
Vice President	S	P2	,000.00	w/RATA

<sup>\*</sup> With % share of Income

<sup>\*\*</sup> In case of concurrent capacity as Director with RATA, no RATA shall given to the position as College Dean and shall enjoy the honorarium of the position with higher rate

Graduate School Leyte State University Visca, Baybay, Leyte

Proposal to Increase the Stipend of Graduate Research/Teaching Assistants of the Leyte State University

Rationale:

The Graduate Assistants of the Leyte State University are currently receiving a stipend of P 2,000.00 per month. The said rate has not been increased ever since the implementation of the Graduate Assistantship Program in 1991. Considering the level of difficulty and responsibility, the qualifications required, and the nature of work, among others the graduate assistants have, it is but proper and reasonable to increase their stipend especially with the high cost of living now a days.

**Existing Rate** 

Proposed Rate

P 2,000.00

P 4,000.00

#### Proposal to Increase Lodging Rates and Other Transient Fees at LSU-Cebu Office

Many transient visitors from the Main Campus frequent the LSU-Cebu Office cleaning-up purposes. These transient visitors do not intend to lodge overnight but mause of the facilities of the LSU-Cebu Office. Inasmuch as no income is derived from transient visitors, there is a need to levy a Transient Fee for all those who have intention of lodging overnight in the Office.

Furthermore, the daily lodging rate for the airconditioned room is only P10 higher than the ordinary rooms. This small difference is not sufficient to pay for the c of electricity and the maintenance of the equipment. Thus, there is also a need to incre the lodging rates for the airconditioned and non-airconditioned rooms at the LSU-Ce Office as follows:

		Ne	ew Rate/Day	Old	i Rate/Da
(	Fransient Fee  for using water, electricity, &/or other Cebu Office facilities)	P	20.00/person	no	ne
	Lodging Rates:				
	LSU Students	Р	50.00/person	P	50.00
	LSU Employees				
	Non-Aircon Room	P	80.00/person	P	60.00
	Aircon Room	•	50.50. p 52.50.1		
	1 to 2 persons only	P	300.00/room	P	70.00
	3 to 6 persons	P	100.00/person	P	70.00
	Non-working Dependents of LSU Employees		1		
	Non-Aircon Room	P	50.00/person	P	60.00
	Aircon Room		*		
	1 to 2 persons only	P	300.00/room	P	70.00
	3 to 6 persons	P	100.00/person	P	70.00
	Working Dependents of LSU Employees		•		
	Non-Aircon Room	P	80.00/person	P	60.00
	Aircon Room				
	1 to 2 persons only	P	300.00/room	P	70.00
	3 to 6 persons	P	100.00/person	P	70.00
	Non-LSU employees	•			
	Non-Aircon Room	P	100.00/person	P	60.00
	Aircon Room				
	1 to 2 persons only	P	450.00/room	P	90.00
	3 to 6 persons	P	150.00/person	P	90.00

# LEYTE STATE UNIVERSITY Visca, Baybay, Leyte OFFICE OF STUDENT AFFAIRS

### PROPOSAL TO INCREASE SERVICE FEES IN THE UNIVERSITY RECREATION CENTER

#### Rationale:

The University Recreation Center had been designed as an integral part of the institution which will serve as source of recreation for students, staff and visitors. The importance of this project is that it becomes an avenue for relaxation; for releasing pent-up emotions; developing interests for indoor sports; above all, prevent students from going out of the campus for these same purpose.

With the conversion of this institution into a university, it is also expected that there will be an increase in student population to be served and yet the facilities available in the center have remained the same. In view of this, the Management would like to request that it be allowed to increase the charges per hour of the different games in the URC effective June 2002.

The projected short and long term plans are:

#### 1. Purchase of:

- supplies for operation and maintenance;
- Stand fans:
- · Wide Screen Flat TV including VCD player
- \* Equipment such as billiard balls, cloth, poles, bowling balls, pins, etc.;
- Curtains
- 2. Replacements of billiard cloth.
- 3. Manufacture of three(3) tables table tennis.
- 4. Repair and repainting of the University Union Building.

Proposed Rate of Service Fee Increase of University Recreational Facilities

Clentile	TO SERVICE STREET WATER STREET	Bowling			Table	Table Teanis	Choce (Ric	TO OFFICE AND THE PARTY OF THE	Clesifor	and Daniel	the State (State state & Day)	e state trace there exists by	shird states have easted stated of	A R SHALL BANKS AND PARKS BY
adired delan diped altica citaa eta 3 esa, e pola dibed meta aepa pesag	1005343	Fresent Proposed Present	Present	Proposed Present	Present	Proposed Present	Present	Present Proposed Present Propo	Present	Propeses	Pressent	Caeckers	Snakes	Proposed Present Pres
Student w/LSUID	4.03/qm	4.05/gm 3.00/gm.	E.00/hr.	3.00.7nr.	2.00/hr.	4.00/nr.	1.00/nr.	2.00/hr.	2.00/nr.	2.00/nr. 4.00/rr.	1.30/hr.	1.30/hr. 2.00/hr.	.50/hr.	1.00.hr
LSU Faculty & Staff	5.0:3/gm	5.00/gm 10.00.gm 5.00/nr.	E.00/nr.	10.007hr. 2.007hr		5 00/5	100%			1				
			the spining that a spin a draw of many					Z.SOUFI.	Z.00/nr.	5.00/rr.	1.0C/hr. 2.00/hr.	2.00/hr.	:50/hr.	1.50,hr.
Visitors	6.03/qm.	6.00/gm. 15.00/gm 5.00/nr.	5.00/nr.	10.02/llr.	2.00// г.	5.00//11.	1.00.411.	2.50/hr.	2.00/nr.	5.00/Fr.	1.0C/hr. 2.00/hr.	2.00/hr.	50/hr.	1.50.hr.
Students Without L.S.U ID 5.00/gm 10.00/gm 5.00/nr.	5.00/yrm	10.00/gm	1 1	10.00/hr. 2	2.00/hr.	5.00/hr.	1.00.411.	2.50/hr.	2.00/nr.	5.00/hr. 1.30/hr. 2.00/hr.	1.9C/hr.	1	£0/hr	1.50hr

Visca, Baybay, Leyte
Office of Student Affairs

#### PROPOSAL TO INCREASE THE STUDENT HANDBOOK FEE

With the institution's new identity as a university, it is likewise imperative that it envisions to provide a source of information that will be of immense use by most if not all of the constituents of the university, particularly the students who are in pursuit of a university education in this institution.

In the past, all information pertaining to Academic Policies, Guidelines on the Establishment and Operation of Student Organizations and Activities, Dormitory Policies and Guidelines, Scholarships and Other Financial Assistance, Code of Discipline for all students, etc. used to be provided in separate brochures/fliers/circulars, etc. Due to this set-up, the students and other constituents of this university did not have immediate access to these varied and important information in just one reference material.

In view of this, it is proposed that the third edition of the Student Handbook be expanded to include all vital information that are contained in separate brochures/manuals/fliers etc. for easy reference by the students. It is further proposed that the 3<sup>rd</sup> edition of Student Handbook Fee be increased from thirty pesos (P30.00) to one hundred pesos (P100.00) due to increase in printing cost. The third edition will have a "face lift" in terms of paper used and it is thicker and bigger compared to the second edition. This increase shall take effect June 2002.

Inasmuch as the freshmen have paid the old handbook fee of thirty pesos (P30.00) during enrolment it is suggested that they pay the balance of seventy pesos (P70.00) before the midterm examinations.

Effective First Semester SY 2002-2003 all students are required to purchase the third edition of the Student Handbook which will serve as guide in case questions and doubts may arise throughout his stay in the University.

# STE STAR

Office of the Board Secretary

LEYTE STATE UNIVERSITY Visca, Baybay, Leyte 6521 A Philippines

11 June 2002

The Honorable Chairman and Members of the LSU Board of Regents

Ladies: Gentlemen:

I am hereby endorsing the request of the LSU Administrative Officer for the grant of the same benefits accorded to the past LSU Legal Officer".

The incumbent Legal Consultant, Atty. Gloriosa Cayunda-Guinocor, is only given a retainer's fee equivalent to P5,000.00 per month per Board of Trustees Resolution No. 56, s. 2001 dated 23 May 2001. This retainer's fee is for her notarial services and for the preparation of needed legal documents. However, on top of this, Atty. Guinocor also prepares the needed pleadings whenever LSU is a party-litigant for which she is not compensated. At present, LSU has two (2) cases in court.

A review of the contract of the previous Legal Counsel of ViSCA, the late Atty. Luz Mabale-Polistico revealed that aside from the retainership fee, she was also given a fixed per case fee payable when a decision is promulgated and a court appearance fee aside from reimbursement of actual, necessary and reasonable expenses on a per case basis.

I strongly recommend the same FOR APPROVAL by the Board of Regents.

Very truly yours,

PACIENCIA P. MILAN President

BOARD ACTION:
DATE: 11 June 2002



Visca, Baybay, Leyte 6521-A Philippines

May 24, 2002

Dr. Paciencia P. Milan President LSU, Visca, Baybay, Leyte

Dear Madam President:

This is in connection with the retainership contract executed by the I with Atty. Gloriosa Cayunda-Guinocor wherein the University pays her P5,000.0 services as part-time Legal Officer.

Aside from preparing/notarizing legal documents, providing legal adv opinions, Atty. Guinocor is likewise greatly involved in court cases where I party-litigant without any additional payment. As observed, in the two ca pending in court, Atty. Guinocor usually prepares pleadings necessary in said cases

A review of the contract of the former Legal Counsel of ViSCA, the 1 Luz Polistico reveals that aside from her retainership, she was also entitled to re amount per case payable after every decision is promulgated and an appearance appearance in court aside from reimbursement of actual, necessary and re expenses on a per case basis. Attached is a copy of Atty. Polistico's contract.

In view of this, may I request that Atty. Guinocor be also granted t benefits as that of the late Atty. Polistico as follows:

- 1. An amount of P5,000.00 per case after every decision is promulgated;
- 2. An appearance fee of P500.00 per court appearance (a new rate per GA
- 3. Reimbursement of actual, necessary and reasonable expenses on a basis.

Attached is a draft of the amended contract of services.

Very truly yours,

LOURDES B. CANO

Director for Administration

#### AMENDED CONTRACT OF SERVICES

#### KNOW ALL MEN BY THESE PRESENTS:

This contract made and entered into by and between:

The LEYTE STATE UNIVERSITY (LSU), formerly the VISAYAS STATE COLLEGE OF AGRICULTURE, an institution of higher learning established under Pres. Decree No. 470 as amended by Pres. Decree No. 700, and converted into a state university by virtue of R.A. 9158, with principal office at Visca, Baybay, Leyte, duly represented by DR. PACIENCIA P. MILAN, hereinafter called the UNIVERSITY;

-and-

ATTY. GLORIOSA M. CAYUNDA-GUINOCOR, of legal age, Filipino, married and a resident of Poblacion, Baybay, Leyte, Philippines, a lawyer by profession, hereinafter called the LEGAL OFFICER;

#### WITNESSETH:

THAT the University as of the present has no regular Legal Officer who will attend to the legal problems as well as attend in the preparation and documentation of legal documents related to the programs and projects of the University; and also to assist the Office of the Solicitor General in representing the University in court for civil cases involving LSU;

THAT the University needs the services of a lawyer especially in handling administrative cases involving staff and students;

THAT not one of LSU's employees is a lawyer who can handle and assist the University in its legal problems;

THAT the University, in order to meet its legal needs, retains the services of the LEGAL OFFICER, as its part-time Legal Officer, with the following duties and responsibilities:

- To notarize contracts, memorandum of agreement and other legal documents executed and necessary in the implementation of its programs and for the normal operation of the University;
- b. To supervise the non-lawyer staff of the Legal Office in the preparation of legal documents;
- c. Whenever authorized by the Office of the Solicitor General, to attend court cases involving the University and its personnel doing official functions;
- d. To provide legal advises to the University personnel involving administrative issues in the performance of their official functions;
- e. To give legal opinions on legal matters referred to her by the University President and other officials of the University.

THAT the University shall pay the attorney the amount of FIVE THOU PESOS (P5,000.00) as monthly legal service fee payable at the end of each effective January 1, 2002 until such time that the University can hire a full time Officer;

THAT aside from the monthly legal service fee of FIVE THOUSAND F the Legal Officer shall be entitled to receive FIVE THOUSAND PESOS (P5,000.0 case payable after every decision promulgated by a competent court or its equ FIVE HUNDRED PESOS (P500.00) per court appearance; and reimbursement of necessary and reasonable expenses, which shall be on a per case basis;

THAT the LEGAL OFFICER accepts the duties and responsibilities as p in this contract without being considered an employee of the University and neithe considered a public officer;

THAT either party can terminate this contract upon a written notice this days in advance.

IN WITNESS WHEREOF, the parties hereunto affix their signatures this day of June, 2002 at Baybay, Leyte, Philippines.

LEYTE STATE UNIVERSITY Baybay, Leyte

By:

PACIENCIA P. MILAN President ATTY. GLORIOSA C. GUI Legal Officer

Signed in the presence of:		2.	
REPUBLIC OF THE PHILIPPINES PROVINCE OF LEYTE MUN. OF BAYBAY	S) ) S.S. )		

BEFORE ME, this \_\_\_\_th day of June, 2002 at Baybay, Leyte, pappeared Dr. Paciencia P. Milan with Comm. Tax Cer. No. 08310466 dated Jan. at Baybay, Leyte, and Atty. Gloriosa C. Guinocor with Comm. Tax Cert. No. (issued on Jan. 2, 2002 at Baybay, Leyte, known to me to be the same per executed the foregoing instrument and they acknowledged to me that the same voluntary act and deed.

WITNESS MY HAND AND SEAL on the date and place first above give

Doc. No Page No Book No					
Book No					
Series of 2002					

#### AMENDED CONTRACT FOR SURVICES

MICV ALL MEN BY THESE PRESENTS:

This Contract is made and entered into by and between:

The VIBAYAS: STATE COLLEGE OF AGRICULTURE (VISCA), a state college created under Pres. Decree No. 470 and further amended by Pres. Decree No. 700, herein represented by Dr. MARIANITO R. VILLANUEVA, College President, through an authority granted by the Board of Trustees, per Board Resolution No. 38, series of 1989, and as amended by Board Resolution No. 21, series of 1991 hereinafter called the COLEGE: and

Atty. IUZ MABALE-POLISTICO, of legal age, married, Filipino, a resident of Tacloban City, and a lawyer by profession, hereinafter called the LEGAL CONSULTANT:

#### WITHESSETH:

- l. That the College as of the present has no regular legal Officer who will attend to the legal problems as well as attend to the preparation and documentation of legal documents to the programs and projects of the Colleges;
- 2. That there is nobody in the College who can handle the job as there is no lawyer who is an employee of the College;
- 3. That the College inorder to meet its legal needs retains the services of the LEGAL CONSULTANT, with the following duties and responsibilities:
  - a) To notarize contract documents covering personnel appointment and project related to the program of the College;
  - b) To assist the Legal Office in the preparation of legal documents related to the program and operation of the College;
  - c) To assist the Legal Office and whenever authorize by the Office of the "olicitor General to attend to court cases involving the College and its personnel doing official functions; and
  - d) To provide legal advice to College personnel in line with their official duties and functions.
  - 4. That the College shall pay the Legal Consultant the amount of TWO THOUSAND PESOS (P2,000.00) as monthly legal services fee payable at the end of each months effective indiately until such time that the College can hire a Legal Officer;
- 5. That aside from the monthly legal services fee of TWO THOUSAND PESOS (\$2,000.00), the Legal Consultant shall be entitled to receive TWO THOUSAND FIVE HUNDRED PESOS (\$2,500.00) per case payable after every decision promulgated by a competent court or its equivalent; TWO HUNDRED FIFTY PESOS (\$250.00) per court appearance and reimbursement of actual, necessary and reasonable expenses, which chall be on a per case basis;
- 6. That the Legal Consultant accepts the terms and conditions provided in this contract without being considered an employee of the College and meither is she considered a public officer;
- 7. That either party can terminate this Contract upon a written notice thirty (30) days in advance.

III WITHESS WHEREOF, the parties have hereunto set their hands this 1gh day of SEPTEMBER, 1991 in Tacloban City, Philippines.

VISAYAS DEATE COLLEGE OF AGRICULTURE

Dy: /1 // Maybay, Leyto

MA LACTIC-POLISTICS

#### A CICICALEDGE: ENT

REPUBLIC OF THE PHILIPPINES)
IN THE CITY OF TACLORY ) S.S.

Tacloban City, Philippines, personally appeared Dr. Harianito R. Villanueva, with Residence Cartificate to. 19066415K issued on January 22, 1991 at Los Baños, Laguna and Atty. Luz Habale-Polistico with Residence Certificate No. 927129K issued on March 20, 1998 at Tacloban City, known to me to be the same persons who executed the foregoing instrument and they acknowledged to me that the same is their free act and deed.

WITHLES BY MAND AND SEAL, the day, year and place above written.

EDUARDO M. POLISTICO

Until Recember 31, 1991 PIR No. SATY SKAP

Page No: /6
Book No. XX//
Series of 199/

G. Keller

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	RECAPITU Utilization o	RECAPITULATION OF BUDGET PROPOSALS Utilization of Income (COA Circular No. 2000-002)	GET PROPOSI	J-002)		
Darking	Main	Alang-alang	Isabei	Tolosa	Villaba	TOTAL
Failiculais	Compus	Saulhus	Callibus	Adminis	Cambria	TO I WE
SOURCE OF INCOME						
Tuition and Other School Fees	734,306		32,991			767,297
Business Operations	1,341,574		22,201			1,363,775
Other Income	584,580		20,840			605,420
Total Actual Deposits	2.660,461	0	76,032.	0	0	2,736,492
PROJECTED EXPENSES						
A. TUITION AND OTHER FEES						
Instruction Fund						.7
Personal Services						
Student Welfare Fund	10,000			*		10,000
Overtime & Night Pay	14,675					14,675
Honoraria	48,000					48,000
Sub-total	72,675	0	0	0	0	72,675
M. O. O. E.						
Traveling Expenses - Local	2,000					5,000
Insurance Expense	7,500					7,500
Office Supplies Expense	25,000		43,032			68,032
Gas, Oil & Lubriacants	1,000					1,000
Printing & Binding	70,000					70,000
General Services	0		8,000			8,000
Building Maintenance	200,000					200,000
Offier Repairs	30,340					30,340
Student Welfare Fund	20,000					20,000
Sub-total	388,840	0	51,032	0	0	439,872
Equipment/Book Outlay	000					000 030
Med. Dentat & Lab. Sup invity.  Tech & Scientific Fortingeral	70,000					70,000
a contract of the contract of	00000					00000

TOTAL		23,746	20,000 3,200 40,000 50,000 50,000 20,000 150,000 100,000 498,200	721,946	10,000 40,000 40,000 6,851 96,851
Villaba	And Hills	0 0		0 0 0	0
ALS 2-002) Tolosa	cambra	0	0	0 0	0
VERSITY GET PROPOS/ rcular No. 2000	Campus	0	0	0 0	0
RECAPITULATION OF BUDGET PROPOSALS Utilization of Income (COA Circular No. 2000-002) Hain Alang-alang Isabel	Campus	0		0	
RECAPITU	Campus	23,746	5,000 20,000 3,200 40,000 50,000 60,000 20,000 150,000 150,000 498,200	200,000 200,000 721,946 V OPERATIONS	10,000 40,000 40,000 6,851 96,851
	Particulars	Augmentation Personal Services Overtime & Night Pay	Advertising Expenses - Local Advertising Expense Insurance Expense Office Supplies Expense Printing & Binding General Services Other Structures Maint Representation Expenses Extraordinary & Misc. Exp	Equipment & Software If Equipment & Software  200,000  Total for Augmentation Income FROM SERVICES /BUSN OPERATIONS	Student Labor Student Labor S & W - Casual Honoraria Overtime & Night Pay

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Gas, Oil & Lubricants Building Maintenance Motor Vehicle Maintenance		Utilization of Income (COA Circular No. 2000-002)	Ilization of Income (COA Circular No. 2000-00	SALS	(20
Building Maintenance Motor Vehicle Maintenance Other Repairs	Main Campus	Alang-alang Campus	[sabel Campus	- 83	Tolosa
Other Expenses	150,000 5,000 10,000 100,000				
	410,329	0	0		0
Capital/Equipment Outlay					
IT Equipment & Software	250,000	0	0	0	
Total	1,057,180	0 0	0	0 0	
Grand Total	2,660,641	0	76,032	0	House and the second
PREPARED BY:	N	NOTED BY:		CERTIFIED CORRECT:	ORRE

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### SUMMARY OF THE SALIENT POINTS OF THE LSU IMPLEMENTING RULES AND REGULATIONS OF THE ANTI-SEXUAL HARASSMENT ACT OF 1995

The IRR integrates the salient points of the CSC Resolution No. 01-0940 or the Administrative Disciplinary Rules on Sexual Harassment Cases. However, additions have been made to take into consideration the context of the University environment.

Item	CSC Resolution (Standard)	LSU IRR
Preliminary Matters	Rule III Sec 3 Definition of sexual harassment	Sec 2(a) uses same definition Sec 2 (b) - (f) defines the terms used: administrators, faculty members, staff, students and others
Coverage	Rule II Sec 2	<ul> <li>Sec 3-5 Applies to all officials, employees, students of LSU and others who may have transactions with the university</li> </ul>
Policies	Affirms Sec 3, Art IX (B) of 1987 Phil. Constitution; Sec 4(B) of RA 6713; RA 7877	□ Adds the following policies: □ Sec 8: Expands definition of SH cases to include not only abuse of authority or power but as well as those in peer relations or those involving harassment of faculty & staff by students. It covers cases involving persons of the same or opposite sex □ Sec 12: Provision of all possible support services to all victims of SH □ Sec 14: Adopt reasonable standard to determine if behavior constitutes SH; perspective of victim □ Sec 15: Gross display of public affection is discouraged
Sexual Harassment	□ Rule V Sec 5 Forms of harassment	□ Added the following forms: □ Sec 20 (a) Persistent, unwanted attempts to change a professional or educational relationship to a personal one □ Sec 20 (f) Serious physical abuse which includes sexual assault and rape
Anti-Sexual Harassment Office	Rule VI Sec 7 Committee on     Decorum and Investigation to     be created in all offices	Sec 22 The University shall provide facilities for both informal and formal procedures for resolving cases or dealing with incidents of sexual harassment  Sec. 23 Creates an Antisexual harassment Office (ASHO) under the Office of the President composed of the following: all Vice-Presidents, Deans of Colleges, Faculty,

		staff and student representatives to be appointed for a term of years, Dean of Studenthe ASHO Coordinate Sec. 24 Its functions in receive complaints, un information & education activities, design or for informal procedures of handling such cases; security & support me to victims; constitute a for the formal procedure of the formal procedures of will be constituted in of cases where a formal procedure is preferred deemed necessary Sec 26 The ASHO wi constitute a pool of fa staff and students wh serve as members of Hearing Committee
Formal Procedures for SH cases	□ Rule VIII Sec 11-38 □ Rule IX Sec 39 – 52	□ Rule VI Sec 29-33 (a) □ Rule VI Sec 33 (c)
Administrative Liabilities	a. Light offenses 1st offense: reprimand 2nd offense: fine or suspension not exceeding thirty (30) days	a. Light offenses 1st offense: suspensior (30) days for staff hard labor of not less t (50) hours and not mod 100 hours for students 2nd offense: suspensiod less than sixty (60) day to exceed six (6) mont staff suspension of one (1) for students 3rd offense: dismissal staff and students
	b. Less grave offenses  1st offense: fine or suspension not less than thirty (30) days and not exceeding six (6) months  2nd offense: dismissal	b. Less grave offenses  1st offense: suspension less than sixty (60) day to exceed six (6) mont staff suspension of one (1) for students  2nd offense: dismissal staff and students
	c. Grave offenses 1st offense: dismissal	c. Grave offenses  1st offense: dismissal to service and permanent disqualification from government employment the LSU systems expulsion for students

# LEYTE STATE UNIVERSITY

Visca, Baybay, Leyte

# IMPLEMENTING RULES AND REGULATIONS OF THE ANTI- SEXUAL HARASSMENT ACT OF 1995

Pursuant to the provision of Section 4, of Republic Act No. 7877 entitled "Anti-Sexual Harassment Act of and Rule XII, Section 58 of the CSC Resolution No. 01-0940 entitled "Administrative Disciplinary Rules on Harassment Cases", the following rules and regulations are hereby promulgated for the purpose of the policy and proper decorum for administrators, faculty, staff, and students of the Leyte State University and for the resolution, settlement and disposition of cases of sexual harassment.

#### RULE I PRELIMINARY MATTERS

Section 1. <u>Title</u>. These rules shall be known as the Implementing Rules and Regulations on Antisecual harassment cases of the Leyte State University (LSU), or "Rules" for short.

Section 2. <u>Definition of Terms</u>. As used in the Rules and Regulations, the following terms shall mean be understood as indicated below:

- (a) Sexual harassment means an act, or a series of acts, involving any unwelcome sexual advance, request or demand for a sexual favor, or other verbal or physical behavior of a sexual nature, committed by any administrator, faculty, staff and student. In work-related or education/ training related cases, the person complained of exercises authority, influence or moral ascendancy over another person or individual.
- (b) Administrators refer to the President, Vice Presidents, Deans of Colleges, Center Directors, Department Heads, and Directors of Administrative Offices.
- (c) Faculty members refer to the pool of employees of the University holding academic positions and performing teaching, research and extension functions on a full-time or part-time basis.
- (d) Staff refer to the pool of employees holding non academic or administrative positions performing tasks in support of the instruction, research, and extension functions of the University.
- (e) Student refers to a person duly enrolled for a degree or special course, whether on a credit or audit basis, part-time or full time or in a short-term training, review course, thesis writing in any academic unit, training or review center of the University or are students hired as student assistants or graduate teaching assistants during semestral or summer breaks
- (f) Others refer to those who may have certain dealings/transactions with the University

#### RULE II COVERAGE

- Section 3. Officials and employees These rules and regulations shall apply to any administrator, faculty member, and staff of the University who complaints of or against whom a complaint for sexual harassment is filed.
- Section 4. <u>Students</u> These rules and regulations shall also apply to students who complain of or against whom an administrator, faculty member, staff or fellow student files a complaint of sexual harassment.
- Section 5. Others These rules and regulations shall apply to those who may have certain dealings/transactions and have complaints for sexual harassment against any administrator, faculty member, staff or student of the University.

## RULE III POLICIES

Section 6. The Leyte State University, in the light of its mission, vision and goals believes in and pholds the human dignity of every faculty, staff and student in the University. As such, it strongly adheres to a school environment where administrators, faculty, staff and students respect one another and behave in accordance the highest ethical standard. It, therefore, commits itself to the implementation of RA 7877 or the "Anti-sexual earassment Act of 1995."

Section 7. The ethical obligation of the university is to provide an environment that is free from sexual harassment and from fear that it may occur. The entire educational community suffers when sexual eassment occurs in the academic and work atmosphere. It is, therefore, the declared policy of the University that arassment is unacceptable behavior and a violation of the laws of the Philippines and the Rules and equilations of the University, and shall not be tolerated and condoned. It shall take measures to prevent sexual earassment and eliminate conditions that give rise to sexual intimidation and exploitation within the purview of the entire educational community suffers when sexual educational communit

- Sexual harassment under these Rules is not limited to cases involving ab Section 8. or power but includes as well those in peer relationships, such as in faculty-faculty, staff-staff or relations, or those involving harassment of faculty members or staff by students. It contem harassment involving persons of the same or opposite sex.
- Accordingly, sexual harassment is hereby declared a ground for administra Section 9. action including the expulsion or termination as the case may be.
- All reported incidents or cases of sexual harassment shall be investi appropriate disciplinary, criminal or any other legal action will be taken by the University author consent of the victim and taking into account the integrity and other interests of the University.
- University officials, faculty members, staff and students entrusted with dut Section 11. connected with the implementation or enforcement of these Rules are required to observe con respect individual privacy to the greatest extent possible in dealing with reports and comple harassment.
- The University will provide all possible support services to faculty members Section 12. students who are victims of sexual harassment.
- All members of the University affected by a sexual harassment incident s Section 13. , with respect and given full opportunity to present their side of the incident.

Retaliation against parties directly or indirectly involved in any incident, case or report cor harassment will not be tolerated. Any act of retaliation in itself shall be a ground for disciplinary actio

- In the investigation of the case, the Committee shall adopt a reasonab determine whether the conduct is unwelcome and sufficiently pervasive to amount to sexual harassn by both men and women. Using this standard, the proper focus is on the victim's perspective of the g
- The gross display of romantic affection in public otherwise known as pu Section 15. affection which includes, but is not limited to kissing, necking, petting and other intimate actions b and students is likewise discouraged.

### RULE IV SEXUAL HARASSMENT

Work-related sexual harassment. This is committed under the following circ Section 16. (a) Submission to or rejection of the act or series of acts is used as a basis for any employ including but not limited to, matters related to hiring, promotion, raise in salary, job set and any other personnel action affecting the applicant/employee

(b) The act or series of acts have the purpose or effect of interfering with the comp

performance, or creating an intimidating hostile or offensive work environment;

(c) The above acts would impair the rights or privileges of the faculty member or staff L Service Law, rules or regulations; or

- (d) The act or series of acts might reasonably be expected to cause discrimination, insecuri offense, or humiliation to a complainant who may be a co-employee, applicant, custom the person complained of
- Education or training related sexual harassment. This is committed again under the actual or constructive care, custody or supervision of the offender, or against one who training, apprenticeship, internship or tutorship is directly or constructively entrusted to, or is pro offender, when:
  - (a) Submission to or rejection of the act or series of acts is used as a basis for any decision complainant, including, but not limited to, the giving of a grade, the granting of scholarship, the payment of a stipend or allowance, or the giving of any benefit consideration
  - (b) The act of series of acts have the purpose or effect of interfering with the performance, intimidating, hostile or offensive academic environment of the complainant; or
  - (c) The act or series of acts might reasonably be expected to cause discrimination, insecurit offense of humiliation to a complainant who may be a trainee, apprentice, intern, tutee of person complained of.

Sexual harassment can be verbal, visual, or physical. It can be overt, as in t Section 18. that a student could get a higher grade or a raise by submission to the sexual advances.

The suggestion or advance need not be direct or explicit. It can be implied from circumstances, and relationship of the individuals involved.

Section 19. Sexual harassment may take place:

- (a) Within the premises of the University campus such as in the office, classroom, laboratory or training room;
- (b) In any place where the parties were found as a result of work or education or training responsibilities or relationships;

(c) At work or education or training related social functions;

- (d) While on official business outside the University campus or during work or school or training-related
- (e) At official conferences, fora, symposia or training sessions; and
- (f) By telephone, cellular phone, fax machine or electronic mail

Section 20. Forms of sexual harassment. Sexual harassment can consist of the following:

- (a) Persistent, unwanted attempts to change a professional or educational relationship to a personal one;
- (b) Unwelcome sexual flirtations and inappropriate put-downs of individual persons or classes of people. Examples include but are not limited to the following:

(1) Unwelcome sexual advances;

(2) Derogatory, demeaning or lascivious comments about men and women in general, whether sexual or not;

(c) Verbal

- (1) Abuse of a sexual nature
- (2) Graphic commentary about an individual's body, sexual prowess, or sexual deficiencies;

(3) Repeated sexual-oriented kidding, teasing, joking or flirting;

(4) Offensive crude language;

(d) Physical

(1) Leering, whistling, touching, pinching, or brushing against another's body;

(2) Malicious touching

(3) Gestures with lewd insinuations

(e) Visual such as the use or display of objects or pictures, graphics, letter or written notes which have sexual underpinnings that would create a hostile or offensive work or living environment

(f) Serious physical abuse

(1) Sexual assault

(2) Rape

Section 21. Persons liable for sexual harassment. Any administrator, faculty, staff, students and others are liable for sexual harassment when he/she:

(a) Directly participates in the execution of any act of sexual harassment as defined by this Rules;

(b) Induces or directs another or others to commit sexual harassment as defined by this Rules;

(c) Cooperates in the commission of sexual harassment by another through an act without which the sexual harassment would not have been accomplished; and

(d) Cooperates in the commission of sexual harassment by another through previous simultaneous acts.

## RULE V ANTI-SEXUAL HARASSMENT OFFICE

Section 22. The University shall provide facilities for both informal and formal procedures for resolving cases or dealing with incidents of sexual harassment.

- (a) Informal procedures. These are actions of the University through the appropriate officials or committees, which does not involve formal investigation, or filing of formal charges. It may consist of counseling, providing information, or other means of support. However, incidents of sexual harassment dealt with in this manner will be documented to determine whether patterns of sexual harassment are present.
- (b) The President shall establish facilities for informal procedures. This will be lodged in the ASHO to be created under the University structure.
- (c) If the case or situation requires resort to formal charge of sexual harassment, the procedures set out in Rule VI herein shall be complied with.

Section 23. The Anti-sexual Harassment Office (ASHO) is hereby created in the University under the office of the President. It shall be composed of the following:

(a) As Chairperson on a rotating basis, the Vice-Presidents for Academic Affairs, the Vice-President for Administration, and the Vice-President for Research and Extension, or equivalent officials

(b) Deans of Colleges where respondent and complainant belong

(c) One representative each from the faculty, staff, and student sectors who shall be appointed by the President upon consultation with the respective sectors, for a term of two years each;

(d) The Dean of Students

(e) The Coordinator of the ASHO, who shall be a non-voting member

Section 24. The Office shall perform the following functions:

(a) Receive complaints of sexual harassment and whenever needed, assists complainant in the preparation of a written complaint;

(b) Undertake information and educational activities to ensure that the University policy, rule and procedures on sexual harassment are disseminated and become part of the academic

(c) Creatively design or formulate informal procedures of such nature as to elicit trust and of the part of interested parties in resolving problems arising from cases or incider harassment, including counseling and grievance management; and

(d) Provide security and support measures to aggrieved parties or victims in sexual harassmer

(e) In every appropriate case, constitute a Hearing Committee as required in the formal pro Rule VI.

Section 25. It shall be headed by a Coordinator appointed by the President to serve to basis for a term of three years, which may be renewed. He or she shall be executive officer of the Ot be responsible for the efficient implementation of the decisions of the Office and of the President in harassment cases.

Section 26. The Office shall every year constitute a pool of such number of faculty, staff as may be necessary, from which shall be drawn the members of the Hearing Committee in ever formal procedure is preferred or deemed necessary. The members of the pool shall come from all the the University. The sectoral representatives during the hearings will come from the concerned car members of the pool shall acquaint themselves with the university policy, rules, regulations an concerning sexual harassment.

Section 27. Within 60 days from the effectivity of these Rules and Regulations, the P complete the organization of the Office and shall by appropriate public notice inform the academic comdate it becomes thereby operational.

Section 28. <u>Annual Report</u>. The Coordinator of the Anti-sexual Harassment Office throu of the Vice-President for Administration shall submit an annual report to the President of the Universit contain an evaluation of the sexual harassment problems vis-à-vis the implementation of the Universit and regulations contained herein, together with the recommendations.

#### RULE VI FORMAL PROCEDURE FOR SEXUAL HARASSMENT CASES

Section 29. Complaint.

 (a) Any administrator, faculty, staff or student who experiences sexual harassment is file a complaint with the ASHO.

(b) A formal complaint requires that the complainant be willing to identify the respond thorough investigation and hearing of the charge shall be conducted. A formal charassment will be filed only on a subscribed sworn complaint. Complaint proconform to the principles of due process.

(c) The complainant shall file a written complaint with the ASHO, which shall, upon complaint, determine whether probable cause exists before giving due course to Upon finding of probable cause, a Hearing Committee shall be constituted with me from a pool as established under Section 26 of the Rules and Regulations.

(d) The complaint shall forthwith be referred to the Committee.

(e) No particular form is required for the complaint, but it must be in writing, signed an the complainant. It must contain the following:

(1) the full name, address, position or course and year of the complainant;

(2) the full name, address, position or course and year of the respondent;

(3) a specification of the charge or charges;

(4) a brief statement of the relevant and material facts.

Where the complaint is not under oath, the complainant shall be summoned by the swear to the truth of the allegations in the complaint.

(f) In support of the complaint, the complainant may submit any evidence he or she affidavits of witnesses, if any, together with the complaint. «

(g) A withdrawal of the complaint made or filed at any stage of the proceedings shall no Committee from proceeding with the investigation of the case.

(h) The Committee shall notify the respondent in writing of the sexual harassment charge

Section 30. Answer of the Respondent

(a) Unless a different period is indicated in the notice issued by the Committee, the rebe given not less than seventy-two (72) hours after receipt of the complaint charges.

(b) The answer shall be in writing, signed and sworn to by the respondent, and copy complainant. No particular form is required but it is sufficient if the answer cont admission or denial of the charge or charges and a statement of the relevant facts or respondent's defense.

The respondent shall indicate in his/her answer whether or not he/she elects a formal (c) investigation. (d)

In support of the answer, the respondent shall submit any evidence he or she has, including

affidavits of witnesses, if any, together with the answer.

Unless otherwise directed by the Committee, failure of the respondent to file an answer or to (e) appear in the investigation shall be construed as a waiver to present evidence in his or her behalf.

Section 31. Hearing

After all the pleadings have been submitted, the Committee shall conduct a hearing not earlier than five (5) days nor later than ten (10) days from the date of receipt of the respondent's answer or complainant's reply, if any, and shall as far as possible conclude the hearing or investigation within thirty (30) days from the filing of the charges. (b)

The Committee shall prepare a report within fifteen (15) days after the conclusion of the

investigation or hearing and submit the report and its recommendations to the President.

Section 32. Preventive Suspension.

- Upon the recommendation of the Committee, the President may suspend any administrator, faculty (a) member or employee for not more than ninety (90) days pending an investigation, if the charge is for grave misconduct and the evidence of guilt is strong which would warrant the respondent's removal from service.
- If the case against the administrator, faculty member or staff under preventive suspension is not (b) finally decided within a period of ninety (90) days after the date of suspension, respondent shall be automatically reinstated in the service: Provided, that if the delay in the disposition of the case is due to the fault, negligence or petition of the respondent, the period of the delay shall not be counted in computing the period of suspension.

Section 33. Decision

Within fifteen (15) days from receipt of the Committee report and recommendation, the President (a) shall render the decision. (b)

The decision of the President shall be final and executory within ten (10) days after receipt of the

copy thereof by the parties.

Any appeal of the decision shall be filed in accordance with Civil Service Commission rules and (c) regulations regarding administrative cases.

# RULE VII CLASSIFICATION OF ACTS OF SEXUAL HARASSMENT

Section 34. Sexual harassment is classified as grave, less grave and light offenses.

(a) Grave offenses shall include but are not limited to:

(1) Unwanted touching of private parts of the body (genitalia, buttocks and breast)

(2) Sexual assault;

(3) Malicious touching;

(4) Requesting for sexual favor in exchange for employment, promotion, local or foreign travels, favorable working conditions or assignments, a passing grade, the granting of honors or scholarships, or the grant of benefits or payment of a stipend or allowance, and

(5) Other analogous cases

(b) Less grave offenses shall include but are not limited to

(1) Unwanted touching or brushing against a victim's body;

Pinching not falling under grave offenses;

(3) Derogatory or degrading remarks or innuendoes directed toward the members of one sex or one's sexual orientation or used to describe a person;

(4) Verbal abuse or threats with sexual overtones; and

(5) Other analogous cases

(c) The following shall be considered light offenses:

(1) Surreptitiously looking or stealing a look at a person's private parts or worn undergarments

(2) Telling sexist/smutty jokes or sending these through text, e-mail, or other similar means, causing embarrassment or offense and carried out after the offender has been advised that they are offensive or embarrassing, even without such advice, when they are by their nature clearly embarrassing, offensive, or vulgar;

(3) Malicious leering or ogling;

(4) The display of private parts and sexually offensive pictures, materials, or graffiti;

(5) Unwelcome inquiries or comments about a person's sex life;

(6) Unwelcome sexual flirtation, advances, propositions

(7) Making offensive hand or body gestures at an employee

(8) Persistent unwanted attention with sexual overtones;

(9) Unwelcome phone calls with sexual overtones causing discomfort, embarrassment, offense or insult to the receiver; and

(10)Other analogous cases

#### RULE VIII ADMINISTRATIVE LIABILITES

The head of office who fails to act within fifteen (15) days from receipt of for sexual harassment properly filed against any employee shall be charged with neglect of duty.

Any administrator, faculty, staff or student who is found guilty of sexual ha after the investigation, be meted the penalty corresponding the gravity and seriousness of the offense

Section 37. The penalties for light, less grave and grave offenses are as follows: (a) For light offenses

1<sup>st</sup> offense - suspension for thirty (30) days for staff

hard labor of not less than 50 hours and not more than 100 hours f 2<sup>nd</sup> offense - suspension not less than sixty days (60) days but not to exceed six

suspension for one semester for students

3<sup>rd</sup> offense - dismissal for both staff and students

(b) For less grave offenses

1st offense - - suspension of not less than sixty days (60) days but not to exceed six staff

suspension for one semester for students

2<sup>nd</sup> offense -- dismissal for both staff and students

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(c) For grave offense

1<sup>st</sup> offense -- dismissal from service and

permanent disqualification 0

from government employment within the LSU system

expulsion for students

Section 38. If the respondent is found guilty of two or more charges or counts, the penalty should be that corresponding to the most serious charge or count and the rest shall be considered circumstances.

#### RULE IX FORUM SHOPPING

The filing of a complaint based on the herein rules shall preclude the fili administrative complaint under any other law.

### RULE X EFFECTIVITY CLAUSE

Effectivity. These Rules and Regulations shall take effect fifteen days from the INFOWEB, AMARANTH or its counterpart student publication in the other campuses.

# Leyte State University DEPARTMENT OF HORTICULTURE Visca, Baybay, Leyte

0, 2002

hairman and Members of Board of Regents (BOR) State University (LSU) Baybay, Leyte

Dr. Paciencia P. Milan LSU President

Prof. Daniel M. Tudtud Jr. BOR Board Secretary

lonorable BOR Chairman and Members:

rateful for your approval of my sabbatical leave in 2002, which I learned from the LSU sel Office. However, it would only be for six (6) months.

like to seek for a reconsideration to allow me to go on sabbatical leave for one (1) year = 2002-May 2003 for the following reasons:

In addition to the development of multimedia instructional materials for the postharvest physiology course, two additional activities will be done, namely; conduct of tropical fruit postharvest research as visiting scientist in Thailand and writing a book chapter on 'Tropical Fruit Ripening, Handling and Storage'. These two additional activities were not included in my sabbatical leave application letter of December 20, 2001 since confirmation of said activities and support came in only in April 2002. I was earlier advised to include as supporting document the approval by the granting institution. Attached please find supporting documents and modification of sabbatical leave activities.

Some ViSCA/LSU faculty members were previously allowed to go on sabbatical leave for one year with course syllabus writing/updating as the activity. It would be very fair giving the same entitlement to those having more activities.

Availment of my first sabbatical leave entitlement is actually overdue. I was given the opportunity in the 1990s but has to forego this several times in favor of instruction, research and extension functions/responsibilities some of which reaped national and institutional recognition (e.g. 1996 Outstanding Young Scientist award from NAST, 1997 Exemplary Performance Award for Research from ViSCA, 1999 Most Outstanding Alumni-Professor in Horticulture award from UPLB).

The one-year sabbatical leave is a fitting entitlement to enhance the capacity
capability of faculty members and enable them to keep pace with recent advancement
their field of expertise.

I hope that you will favorably consider my one-year sabbatical leave application.

Thank you very much.

Very truly yours,

NTONIO L. ACEDO JR

rofessor

samlogian läitos mar fär tillämpad biologi mar Applied Biology

Whom It May Concern,

to certify that Prof. Antonio L. Acedo, Postharvest technology Laboratory, department of the Leyte State University, Visca, baybay, leyte, Philippines, will submite a chapter thoution entitled "Tropical fruit ripening, handling and storage" with two co-authors Drs. Tryanara from Thailand and Gemma from Japan. Inprincipal, the above theme will be dered for publication in 2002/2003 in the book "Reducing quality loss of crops" editor Pamdane Dris and publisher Haworth.

ki 4.3.2002

AE M

Ramdane Dris,

The street of Applied Biology, Box 27, Viikki 1-00014 University of Helsinki 1-358 9 191 58318 / +358 50 505 11 35 

+358 9 191 58582

Ramdane.Dris@helsinki.fi
News2100@yahoo.com

Lasakartanonkaari 5-7) ELSINGIN YLIOPISTO

1911 F 191 58463 F) 191 58582 PB 27 (Ladugårdsbågen 5–7) 00014 HELSINGFORS UNIVERSITET

Tel. +358 9 1911 Fax +358 9 191 58463 +358 9 191 58582



# คณะทรัพยากรชีวภาพและเทคโนโลยี มหาวิทยาลัยเทคโนโลยีพระจอมเกล้าธนบุ School of Bioresources and Technology, King Mongkut's University of Technology The

March 1, 2002

Dr. Antonio L. Acedo Jr.
Professor and Head, Postharvest Technology Laboratory
Department of Horticulture
Leyte State University
Visca, Baybay, Leyte
PHILIPPINES

Dear Dr. Acedo:

This is in answer to your follow-up letter of your visiting scientist application on tropical postharvest research as one of your sabbatical activities which you wish to do at the Divisio Postharvest Technology, School of Bioresources and Technology, King Mongkut's Universit Technology Thonburi (KMUTT), Bangkok, Thailand.

I am pleased informing you of approval of your application for support covering travel, liver and research expenses for three (3) months at least. You can get the support during yearbatical leave schedule 2002-2003.

I am looking forward to receive you as one of our visiting scientists.

Very truly yours,

Sirichai Kanlayanarat)

Head, Division of Postharvest Technology Associate Dean, School of Bioresources and Technology King Mongkut's University of Technology Thonburi

# VISCA EDUCATIONAL FOUNDATION, INC.

ViSCA, Baybay, Leyte

Excepts from the Minutes of the Board Meeting held on May 20, 2002 at the ViSCA Foundation Elementary School, ViSCA, Baybay

RESOLUTION No. 1, Series of 2002

# RESOLUTION REQUESTING ASSISTANCE FROM THE LEYTE STATE UNIVERSITY FOR THE VISCA FOUNDATION ELEMENTARY SCHOOL

WHEREAS, the Leyte State University (LSU) has rescinded its Memorandum of Agreement with the ViSCA Educational Foundation, Inc. (VEFI) for the management of the coconut project and the provision of an annual subsidy amounting to P250,000;

WHEREAS, the loss of these income sources will greatly affect the ability of VEFI to maintain the operations of the ViSCA Foundation Elementary School (VFES);

THEREFORE, RESOLVED AS IT IS HEREBY RESOLVED, that a request be made to the LSU Board of Regents through the University President for the following benefits to be provided to VFES in lieu of the said income sources, to wit:

- 1. Exemption from the payment of electricity bills:
- 2. Provision of labor services for the maintenance of the school's buildings and other physical facilities;
- 3. Provision of office supplies and materials; and
- 4. Fifty percent (50%) discount in the use of such University facilities as the Convention Center and Center for Continuing Education

APPROVED UNANIMOUSLY.

I hereby certify to the correctness of the foregoing resolution.

Muy h. Muli 5 MARTIYN M. BELARMINO

Secretary

Attested:

MA. AURORA TERESITA W. TABADA

Chairperson

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### MEMORANDUM OF AGREEMENT

KNOW ALL MEN BY THESE PRESENTS:

This Agreement made and entered into in Baybay, L Philippines by and between:

The LEYTE STATE UNIVERSITY (LSU), an institutio higher learning established under Pres. Decree No. as amended by Pres. Decree No. 700, with princ office at Baybay, Leyte, duly represented by PACIENCIA P. MILAN, President, hereinafter referre as the University;

#### -and-

The Visca EDUCATIONAL FOUNDATION, INC., Visca, Bay Leyte with SEC Registration No. V-218, represented MARIA AURORA TERESITA, chairman, hereinafter refeto as the FOUNDATION;

## WITNESSETH:

WHEREAS, the University and the Foundation entered in Memorandum of Agreement on December 3, 1998 wherein University leased to the Foundation for a period of ten year (January 1, 1999 to December 31, 2008), the coconut propowned by University for P30,000.00 per annum. Said agreement was entered as Doc. No. 291, Page No. 20, Book No. 15, series 1998 of the National Register of Atty. Renato M. Rances.

WHEREAS, one of the salient provision of the agreement for the Foundation to manage the project and at the same ti said project can be used as on the job training laboratory students in Agribusiness, Home Economics Technician and B Agriculture;

WHEREAS, the University felt it was more advantageous the University at that time to have the project leased to Foundation and at the same time retain the project as laborate for its students undertaking on-the-job training;

WHEREAS, lately, however, the Philippine government considered colleges and Universities (SUCS) as corporagencies and therefore has to generate income out of facilities;

WHEREAS, the University, as one of the SUCS, its allotme for MOOE will be reduced by 25% per year starting year 20 until no more amount will be given for its maintenance a operating expenditure and as such, it is a must for the University to generate enough income out of its assets and other facilities to finance its operations;

WHEREAS, because of this move by the government, there a need for the University to have the MOA it entered into wi VEFI rescinded to enable the University to actually manage i own coconut project in order to generate enough income augment its fund for maintenance and operating expenditures;

premises, the parties hereb above-mentioned MOA effecti	and in consideration of the above y agree to terminate and rescind the ive upon signing of this agreement. The have hereunto set our hands this Baybay, Leyte, Philippines.
LEYTE STATE UNIVERSITY Visca, Baybay, Leyte	ViSCA EDUCATIONAL FOUNDATION, INC. Visca, Baybay, Leyte
By:	By:
	MARIA AURORA TERESITA Chairman (Second Party)
Signed in the presence of:	
1.	2
REPUBLIC OF THE PHILIPPINE PROVINCE OF LEYTE MUNICIPALITY OF BAYBAY	) S.S.
personally appeared Dr. Receipt No on	n day of June, 2002 at Baybay, Leyte, Paciencia P. Milan with Comm. Tax
WITNESS MY HAND AND SIgiven.	EAL on the date and place first above
	Notary Public
	/e .
Doc. No Page No Book No Series of 3002	



PhilRootcrops

THE PHILIPPINE ROOT CROP RESEARCH AND TRAINING CENTER Leyte State University
Baybay, Leyte, 6521-A Philippines

June 3, 2002

Dr. Paciencia P. Milan President Leyte State University Visca, Baybay, Leyte Dear Pres. Milan:

I would like to request permission from your office that the three (3) Gmelina trees which I planted in my backyard 11 years ago, be cut. At this point in time, the trees have become a threat to my house and also my neighbor's house including the occupants of these houses.

I hope for your immediate action on this request.

Thank you very much.

Very truly yours,

Kinnal Out EMMA S. DATA

Duplex G-2 Occupant



PhilRootcrops
The Philippine Root Crop Research and Training Center
Leyte State University Baybay, Leyte, 6521-A Philippines

June 3, 2002

Dr. Paciencia P. Milan President Leyte State University Visca, Baybay, Leyte

NETICE OF THE PRESIDEN POATE 1 7/0-P

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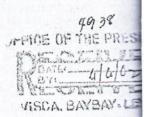
Thank you very much.

Very truly yours,

Kinna / Outs EMMA S. DATA

Duplex G-2 Occupant

## COLLEGE OF FORESTRY Leyte State University Vista Baybay Leyte



June 5, 2002

Or. PACIENCIA P. MILAN President Leyle State University Visca, Baybay, Leyts

Dear Madam President:

This letter pertains to the request of Dr. Emma S. Data dated April 15,2002.

In view of the need to provide safety and protection to both lives and properties in LSU the College of Forestry thru its Forest Protection Unit interposes no objection about the culting of three (3) Yemane trees located at the back of the house of the requesting party for the following reasons:

- The trees pages danger to both lives and properties during unfavorable weather conditions.
- 2. The requesting party has the intention of changing the variety of species.
- Lumber products produced therefrom will be utilized for residential repair purposes.

Attached is the inventory report of the Forest Guards, letter request and pictures of the subject tree for your perusal and recommendation to the nearest DENR office.

Respectfully yours.

ANATOWN N. FOLINAR Forest Conservation Officer

Noted:

EDUARDO O. MANGADANG Dean-College of Forestry

Go: Dean's office Security office COF file

# INVENTORY REPORT OF YEMANE TREES REQUESTED TO BE CUT WITHIN Dr. DATA'S RESIDENCE

Species	6ig-and diameter ( cms.)	Small end diameter ( cms.)	Merchantable height (meter)	Volume ( cu. mt.)
i. Yemane	29	19	6.6	0.13
	. 22	18	4,0	0,08
2. Yemane	34	20	6.0	0.18
	34	20	5.0	0.15
s Yemane	45	36	6.0	0.54
	Tois			1,08

Inventoried by:

WEIL EDCHELT, LIERES Forest Quard

JAIME B. BERONDO Forest Guard

Checked by:

ANATOLIO POLINAR Forest Conservation Officer

Noted by :

EDUARDO O. MANGADANG Dean-College of Forestry

Tu.



# LEYTE STATE UNIVERSITY

Visca, Baybay, Leyte 6521-A Philippines

The of the President

3 June 2002

Honorable Ester A. Garcia
Chairman
Committee on Higher Education
Flr., DAP Bldg., San Miguel Avenue
Ortigas Center, Pasig City

#### Madame:

Subtropies of the University of Hohenheim and the Akademie für Natur to discuss further coint activities within the existing DAAD funded partnership programme between our two universities, finalize the preparations for the 9th International Workshop on Tropical Ecology on August-September 2002 in Leyte, and attend round-table discussion on "Facts and prospects to Sustainability—Agricultural Research and the Environment", I would like ask for authority to travel to Stuttgart, Germany on Jun. 29 - Jul. 12, 2002. Expenses for said international trip will be shouldered by the University of Hohenheim.

Hoping for your favorable action on my request.

Thank you very much and best regards.

Very truly yours,

PACIENCIA P. MILAN

President ...

## PROPOSED ITINERARY of Dr. PACIENCIA P. MILAN Stuttgart, Germany Jun. 29-Jul. 9, 2002

### Purpose:

• To discuss joint activities within the existing DAAD funded partnership programme with the Univ. of Hohenheim

To finalise the preparations for joint 9<sup>th</sup> International Workshop on Tropical Ecology on August-September 2002 in Leyte

· To attend round-table discussion on "Facts and prospects to Sustainability-Agricultural Research and the Environment" with the Akademie für Natur

29-30 June 2002	Manila - Stuttgart, Germany	
1 July 2002	Meeting with Dr. Werner Mhuelbauer at University of Hohenheim	
2 July 2002	Nektar Excursion	
3 July 2002	Round-table Discussion with Mr. Claus-Peter Hutter at Akademie für Natur	
4 July 2002	Meeting with Dr. Joachim Sauerborn at Univ. of Hohenheim	
5 July 2002	Meeting with Dr. Werner Mhuelbauer at Univ. of Hohenheim	
6 July 2002	Meeting with Dr. Friedhelm Goeltenboth at Univ. of Hohenheim.	
8 July 2002	Final Meeting with Euronatur	
9 July 2002	at Univ. of Hohenheim	
10 July 2002	Stuttgart – Frankfurt	
11 July 2002	Frankfurt – Manila	
12 July 2002	Manila - Tacloban	



Ministerium für Umwelt und Verkehr Eaden-Württemberg

Markademie Baden-Würtlemberg Kemerplatz 9 0-70182 Stuttgart

Dr. Paciencia P. Milan President of the Levte State University Visca, Baybay Levte 6521 - A The Philippines

-Nr.: 0063-53 327 56 52



Akademie für Natur- und Umweltschutz Baden-Württemberg

Stuttgart, 24. April 2002 Durchwahl (0711) 126 – 2806 Az.: hu/Ack (Bitte bei Antwort angeben!)

C.-P. Hutter Leiter der Akademie

Dear Dr. Milan,

behalf of the Akademie für Natur- und Umweltschutz Baden Württemberg academy for nature conservation and environment protection of the State of Badenwurttemberg).

have the pleasure to officially invite you for a round table discussion on "Facts and aspects to Sustainibility-Africultural Research and the Environment", which will be in the premises of the Academy on

July 3rd, 2002, from 18:00 onwards.

or your speech we would like to propose the following title: "Stepstones to codiversity in the Philippines – Projekts of Leyte State University (Rainforeststation)

ther discussion partners will be:

Tr. Dr. Joachim Sauerborn (University of Hohenheim)

Dr. Werner Mühlbauer (University of Hohenheim)

Dr. Friedhelm Göltenboth (University of Hohenheim)

m very much looking forward to welcoming you in Stuttgart.

curs sincerely

-P. Hutter Director -

Postanschrift; Kamerplatz 9 70182 Stuttgart

email: umweltakademie@uvm.bwl.de

Dienstsitz: Akademiehaus Dillmannstraße 3 70193 Stuttgart

☎-Vermittlung: (0711) 126 - 2818 Telefax: (0711) 126 - 2893 ÖPNV-Anschluß: 3-Bahn: Haltestelle Hauptbahnhof 40/42/43 - ab Stuttgart - Hbf

Internet: www.uvm.baden-wuerttemberg.de/Akademie

## UNIVERSITY OF HOHENHEIM

CENTRE FOR AGRICULTURE IN THE TROPICS AND SUBTROPICS Director Prof. Dr. J. Naucidom

Mailing address University of Hobenheim (79d), 70593 Smitgart, Germany

Dr. Paciencia P. MILAN Leyte State University Visca, Baybay Leyte 6521 - A The Philippines



Garbenstraße 13, 70599 Stuttgart Phone: (49-711) 459 3742 (49-711) 459 3543 Fax: (49-711) 459 3315 e-mail: tropenz@uni-hobenbein de http://www.troz.de

(Bearbeiterlin: dr. christian bulsebusch)

Stuttgart-Hohenheim, 22.04.2002

Dear Dr. Milan,

on behalf of the Centre for Agriculture in the Tropics and Subtropics of the University of Hohenheim I herewith officially invite you for a visit to Hohenheim during the period of June 29<sup>th</sup> to July 9<sup>th</sup>, 2002.

During your stay in Hohenheim, we will discuss further joint activities within the existing DAAD funded partnership programme between our two universities, and we will finalise the preparations for our joint 9<sup>th</sup> International Workshop on Tropical Ecology in August / September 2002 in Leyle.

We are looking forward to seeing you in Hohenheim,

yours sincerely

7. Chely



# Republic of the Philippines Province of Leyte MUNICIPALITY OF CARIGARA

Office of the Municipal Mayor 67 #4912

Telefax No. (053) 331-2004/323-1004

ASCA, BAYBAY, LEYTP

May 30, 2002

Dr. Paciencia P. Milan President, Leyte State University Baybay, Leyte

Dear President Milan:

This has reference to our request embodied in SB Res. No. 02-126, copy attached, for your school to integrate the Carigara College of Fisheries. We have sought the assistance of our 2<sup>nd</sup> District Congresswoman, Hon. Trinidad Go-Apostol and yesterday she called by phone instructing me to inform you that she conferred with CHED Chairperson, Dr. Ester A. Garcia, on the matter and the latter's advise is for you to include this matter in the agenda on your next meeting.

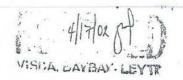
We hope our desire to have our College of Fisheries be integrate in your school will materialize before the opening of school classes.

Very truly yours,

Municipal Mayor



# Republic of the Philippines PROVINCE OF LEYTE MUNICIPALITY OF CARIGARA



#### OFFICE OF THE SANGGUNIANG BAYAN

EXCERPT FROM THE MINUTES OF THE REGULAR SESSION OF THE SANGGUNIANG BAYAN OF CARIGARA, LEYTE HELD AT THE SB SESSION HALL ON APRIL 15, 2002.

#### PRESENT:

Atty. Edgar J. Tonolete Mun. Vice Mayor-Presiding Officer Hon. Myla L. Aguilar SB Member-Floor Leader Hon, Gil G. Lloren SB Member Hon. Gerardo T. Pami SB Member Hon, Melodia U. Jacela SB Member Hon. Regidor V. Caballes SB Member Hon. Alejandrito C. Larraga -----SB Member Hon. Jesus C. Narido, Jr. ----- SB Member Hon. Benito B. Go, Jr. ----- SB Member Hon, Erwin R. Darantinao SB Member

#### ABSENT:

Hon. Silvino Ma. T. Adizas, III --- SB Member - Sick Leave

### RESOLUTION NO. 02-126

A RESOLUTION REQUESTING THE LEYTE STATE UNIVERSITY (LSU) THRU ITS PRESIDENT DR. PACENCIA P. MILAN TO EFFECT THE INTEGRATION OF THE CARIGARA COLLEGE OF FISHERIES (CCF) WITH THE LSU EFFECTIVE SCHOOL YEAR 2002-2003.

WHEREAS, last October 26, 2001, the Sangguniang Bayan of Carigara conducted a dialogue with the representatives from Leyte Institute of Technology (LIT), CHED Regional Office No. VIII, Leyte State University thru its Vice President for Administration Dr. Nerelito Pascual, the Municipal Mayor, the Vice Mayor and the Members of the Municipal Council;

WHEREAS, said dialogue was conceived to effect Resolution No. 01-117 "A resolution Requesting CHED for the revocation of the Integration of Carigara College of Fisheries with Leyte Institute of Technology, Tacloban City" of the Sangguniang Bayan of Carigara, Leyte;

WHEREAS, the result of the dialogue was presented by the CHED OIC Regional Director Leonardo V. Tanael to the CHED Chairperson Dr. Ester A. Garcia and she has given her approval verbally, provided that the School Administration and the Municipal Council would work out together and make the appropriate steps with LIT and the Dept. of Budget and Management of the procedures to be taken on fund (budget) transfer;

WHEREAS, the curricular offering/program of the CCF is compatible and complementary to LSU and was based on CHED Memorandum Circular Order No. 27, s. 2000 on its Specific Guideline – 1.1 to 1.3 - Parameters for matching CSIs with HSUs;

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Maridop.



# Republic of the Philippines PROVINCE OF LEYTE MUNICIPALITY OF CARIGARA

# OFFICE OF THE SANGGUNIANG BAYAN

Page 2-res.no. 02-126-

WHEREAS, the Sangguniang Bayan requests that the integration of CCF with effected this school year 2002-2003;

WHEREFORE, on motion of Hon. Myla L. Aguilar, seconded by Hon. Alejand Larraga, be it

RESOLVED, as it is hereby resolved by the Sangguniang Bayan of Carigara, L request the Leyte State University (LSU) thru its President Dr. Pacencia P. Milan to effintegration of the Carigara College of Fisheries with LSU effective school year 2002-20

RESOLVED FINALLY, that a copy of this resolution be forwarded to Dr. Pace Milan, President, Leyte State University, Baybay, Leyte, for her information and approaction.

APPROVED UNANIMOUSLY.

I HEREBY CERTIFY to the correctness of the foregoing excerpt.

Attested:

Atty. EDGAR J. TONOLETE Municipal Vice Mayor SALVACION P. AGUDER SB Secretary Designate

APPROVED:

REMIGIO A. LAURO Municipal Mayor

CONCURRED BY:

HON. MY A L. AGUILAR SB Member-Floor Leader

HON. GERARDO T. PAMI SB Member

HON. REGIDOR V. CABALLES SB Member

HON JESTS C. NARIDO, JR.

HON. GL G. LLOREN

\$8 Member

HON. MEZODIA U. JACELA

SB Member

HON. ALEJANDRITO C. LARRAGA

SB Member

HON. BENITO B. GO, JR.

SB Member-Liga Federation President

HON. ERWIN R DARANTINAO SB Member-SK Fed ation President

# PROPOSED FEES FOR REQUESTED SUBJECTS

#### Retionale

The present practice of collecting fees for requested subjects is based on the basic salary of the academic staff handling the subject. However, there is a sparity in the payment by the students because not all academic staff teaching same course has the same academic rank. There is a need, therefore, to standardize the tuition fees for requested subjects. Hence, this proposal.

#### Tuition Fee Rates

compared to the existing tuition fees for regular offerings, the following fees for reguested subjects are hereby proposed:

	Regular	Requested
Graduate courses Ph. D. MS	P200.00/unit 150.00/unit	P250.00/unit 200.00/unit
Undergraduate courses	40.00/unit	100.00/unit (Lec) 150.00/unit (Lab)
High School	80.00/SY	100.00/subject

The above fees shall be applicable only if the number of students per class shall be 15. If the number of students is less than 15 per class, the total fees shall be prorated among the students.

#### Procedural Guidelines

- A written request by the students shall be submitted to the Office of the Vice President for Academic Affairs through the Office of the Dean concerned with the endorsement of the Department Head offering the course(s) requested.
- 2. The Registrar's Office shall be provided with the copy of the approved request indicating the class schedule and academic staff assigned to handle the
- 3. The availment of the amount collected shall follow the guidelines on the use of income. The amount shall be used to take care of the following subject to BOR approval:
  - Honoraria for teaching overload based on DBM formula. If done after office hours, weekends and holidays and summer, service credits shall be given;

come the mountains orthings to broke the thin

- b. Utilities and maintenance;
- c. Supplies and materials;
- d. Other expenses directly incurred in the conduct of the class(es).