

VISAYAS STATE COLLEGE OF AGRICULTURE
BAYBAY, LEYTE



APPROVED
MINUTES OF THE 60th (SPECIAL) MEETING OF THE VISCA
BOARD OF TRUSTEES HELD ON JULY 2, 1984
AT THE MAGELLAN ROOM, BAYVIEW
PLAZA, METRO MANILA

DECISIONS/AGREEMENTS MADE BY THE BOARD OF TRUSTEES
ON ITS 60th MEETING



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MINUTES OF THE 60th (REGULAR) MEETING OF THE VISCA
BOARD OF TRUSTEES HELD ON JULY 2, 1984
AT THE MAGELLAN ROOM, BAYVIEW
PLAZA, METRO MANILA

Present:

Hon. Abraham I. Felipe	Presiding	
Deputy Minister		
Ministry of Education, Culture and Sports		
Hon. F. A. Bernardo	Vice Chairman	
President		
Visayas State College of Agriculture		
Mr. Remegio Mercado (Represented Hon. Jose M. Lawas)		
Supervising Economic Development Specialist		
NEDA, Pasig, Metro Manila		
Dr. Vedasto G. Suarez	Representative	
Assistant Minister		
Ministry of Education, Culture and Sports		
Mr. John S. Imlan	Representative	
PASUC, MECS		
Metro Manila		

Call to Order:

The presiding officer, Hon. Abraham I. Felipe, called the meeting
to order at 12:56 p.m.

I. Preliminary Matters:

A. Approval of Agenda.

With more matters added at the start of the meeting, the Board
approved the agenda.

B. Brief Report of the College President.

1. Sabbatical Leave of Pres. & Mrs. Bernardo Completed

Pres. Bernardo gladly informed the Trustees that he and Dr.

E. N. Bernardo have just completed their sabbatical leave

of two months which they spent at Cornell University where they wrote
the book on the ViSCA institution building. He told the Board that
the book is in its final stage of writing and it is expected to be
published sometime in August. The President hopes to get the services
of the ViSCA printing press for the printing of their book.

2. ViSCA Printing Press

The College President told the Board that the ViSCA printing
press has been completed with the financial and technical assistance
from the New Zealand government which donated part of the machinery worth
some P1M pesos. The Massey University technicians led in putting up
the printing press into operation.

3. ViSCA Anniversary Celebration

Pres. Bernardo reiterated the information to the Trustees that
ViSCA has set August 24-25 this year as the 10th anniversary
celebration as a state college of agriculture and the 60th
anniversary as an educational institution.

4. P2M ViSCA-Land Bank-Project at San Isidro, Leyte

Pres. Bernardo reported that ViSCA and the Land Bank signed an
agreement to jointly develop the hacienda at San Isidro, Leyte. The
people there organized themselves for the development of their lot
with ViSCA providing technical services and the Land Bank providing
P2M through the VIFARD which handles the financial operations.

Hon. Felipe inquired about ViSCA's involvement and asked what it
gets from the project. Citing the case of the UP Foundation, he
wondered if ViSCA could also get fixed percentage from the proceeds
for future projects.

The College President told the Board that the ViSCA faculty members involved get honorarium for their services. Regarding ViSCA's share, he explained that VIFARD is young and still experimenting which explains why ViSCA can not expect to have a fixed share of the proceeds. As to the question of what it intends to do with the amount it gets, if any, Pres. Bernardo said "it shall be used to support academic programs."

He also explained that the project is indeed a foundation-to-foundation agreement.

II. Approval of the Minutes of the Previous Meeting:

The minutes of the previous meeting of the Board were approved as is.

III. Matters Arising from the Approved Minutes:

A. Personnel Matters:

1. Annual Salary of Dr. Demetrio

Pres. Bernardo recommended that the annual salary of P25,000.00 of Dr. Demetrio be updated to equal the salary of his equals (in position), particularly that of Dr. Truong Van Den who is receiving P37,380.00 p.a. The College President explained that the annual salary of P25,000.00 was the amount promised him some two years ago.

There being no objection, the Board approved the updated rate of Dr. Demetrio's salary to P37,380.00 p.a., effective upon his report to duty. (Please see appointment of Personnel)

2. Merit Increase for the College President

Regarding Hon. Felipe's query of Board Res. No. 31, s. 1984, re: Pres. Bernardo's salary increase, Dr. Suarez raised the question

as to who issues merit increase for SUC president's. He recalled
three similar cases where the OBM claimed that it had the
prerogative to issue the merit increases.

To clarify the matter, Hon. Felipe mentioned the need to write
to the OBM about this. Pres. Bernardo suggested that the chairman/
presiding officer make the verification, for obvious reasons.

IV. For Approval/Ratification/Confirmation:

A. Academic Matters

1. Bachelor of Science in Agricultural Chemistry

The undergraduate degree program presented is a revision of the
BSA, Ag. Chem major. Upon scrutiny of the unit loads of students, the
Board observed them to be very heavy compared with similar degree
programs. The revised BSAG Chem curriculum consists of 173 credit
units while other existing BS Chem. curricula have only 144-145 units.
In view of this, the Board decided to refer back the proposal for
reconsideration, for VISCA to look at how the number of units can be
reduced.

2. Candidates for Graduation.

The list of candidates for graduation, as of Summer 1984,
consisted of: MSAD, 1; BSA, 3; BSAD, 1; BSAB, 2; BSF, 2; BSAD, 1;
and BAS, 1, or a total of 10 candidates.

The Board passed:

Resolution No. 33, S. 1984

Approving in toto the graduation of the
candidates for graduation, graduate and
undergraduate levels, as of the summer term
of school year 1984. Appendix A

Approved

B. Administrative Matters:

1. Appointment of Personnel

The appointment of personnel consisted of a. ten (10) for initial appointment; b. six (6) for upgrading of positions; c. one (1) for permanent appointment; d. seven (7) for promotion; and e. four (4) for designations.

There being no objection, the Board passed:

Resolution No. 34-A, s. 1984

Approving the initial appointment of the following:

1. Armanolito T. Abayabay, as Temporary Utilityman at P5,928.00 p.a., effective June 1, 1984;
2. Diosdado M. Torrecampo, as Permanent Property Custodian I, at P9,288.00 p.a., effective June 1, 1984;
3. Ester A. Jose, as Permanent Clerk I at P5,928.00 p.a., effective June 1, 1984;
4. Marison C. Galano, as Permanent Clerk I at P5,928.00 p.a., effective June 1, 1984;
5. Marilyn B. Abogado, as Permanent Clerk I at P5,928.00 p.a., effective June 1, 1984;
6. Gilbert M. Posas, as Temporary Architectural Draftsman I, at P6,552.00 p.a., effective June 1, 1984;
7. Ildefonso D. Parac, as Temporary Platen Press operator at P5,928.00 p.a., effective June 1, 1984;
8. Venerando B. Jose, as Temporary Security Officer I at P10,260.00 p.a., effective June 1, 1984;
9. Andreli D. Pardales, as Permanent Junior Librarian at P7,236.00 p.a., effective June 23, 1984; and
10. Dan David L. Modina, as Permanent Clerk I at P5,928.00 p.a., effective June 1, 1984.

All recommendations have been passed by the ViSCA Selection Board. Appendix B

Approved

Resolution No. 34-B, s. 1984

Approving the upgrading of positions of the following

1. Eliseo R. Pastrano, MA Educ. (P.E.), from Instructor III to Assistant Professor I;
2. Virgenita C. Albarico, MA Educ. (Math.), from Instructor II to Instructor VII;
3. Aurora P. Mercado, MA Educ. (H.E.), from Instructor II to Instructor VII;

4. Roberta D. Lauzon, MS Food Science, from Instructor I to Instructor VI;	1
5. Gloria L. Tupas, Ph.D., Botany, from Sci. Res. Spec. III to Assistant Professor V; and	2
6. Ruben M. Gapasin, Ph.D., Plant Path., from Instructor VII to Assistant Professor V.	3
	4
	5
Effectivity: Upon approval of the Board of Trustees or final completion of degree, whichever is later.	6
	7
All recommendations have been passed by the Academic Personnel Board. Appendix B	8
	9
<u>Approved</u>	10
<u>Resolution No. 34-C, s. 1984</u>	11
Approving the permanent appointment of	12
Dr. Antonia Cecilia Y. Sandoval as Assistant	13
Professor in the Department of Agricultural	14
Education & Extension, effective June 1, 1984.	15
Appendix B	15
<u>Approved</u>	16
<u>Resolution No. 34-D, s. 1984</u>	17
Approving the promotion of the following:	18
1. Ms. Paz C. Pala, from Supervising Librarian to Instructor V in the ERHS, effective June 23, 1984;	19
2. Mr. Silvestre F. Buzon, from Buyer I to Supply Officer I, effective June 1, 1984;	20
3. Mr. Brigido B. Estabillo, from Clerk I to Assistant Buyer at the ViSCA Manila Office, effective June 1, 1984;	21
4. Mr. Wilson Paterno C. Po, from Clerk I to Buyer I effective June 1, 1984;	22
5. Ms. Consuelo B. Jaime, from Senior Librarian to Supervising Librarian, effective June 23, 1984;	23
6. Ms. Pacita R. Escalante, from Librarian to Senior Librarian, effective June 23, 1984; and	24
7. Ms. Adelaida M. Abit, from Junior Librarian to Librarian, effective June 23, 1984.	25
	26
	27
	28
	29
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	31
	32
	33
All recommendations have been passed by the ViSCA Promotion Board. Appendix B	34
	35
<u>Approved</u>	36

Resolution No. 34-E, s. 1984

Approving the designation of Dr. Samuel S. Go as Professor of Educational Administration, effective the first Semester, School Year 1984-1985. Appendix B

Approved

Resolution No. 34-E-1, s. 1984

Approving the designation of Dr. Perla M. Tan, as head of Arts and Letters, with monthly honorarium of P400, effective April 1, 1984. Appendix B

Approved

Resolution No. 34-E-2, s. 1984

Approving the designation of Dr. Vicente A. Quiton as Director of Graduate Studies (and Head of Extramural Program), with P500 monthly honorarium, and P400 monthly commutable representation allowance, effective June 1, 1984.

Approved

Resolution No. 34-E-3, s. 1984

Approving the designation of Dr. Emiliana N. Bernardo, outgoing Director of Research and OIC of Extension, as Director of the Philippine Root Crop Research and Training Center (PRCRTC) with P500 monthly honorarium and P400 monthly commutable representation allowance, effective June 1, 1984 or upon report to duty of the succeeding Director of Research and OIC of Extension designee. Appendix B

Approved

2. Amendment of the Guidelines for the Administrative

Staff Development Program

The Board corrected No. 3 of the 7-point amendment of the guidelines for the implementation of the ViSCA administrative staff development program. (Please see appendix E)

In support to ViSCA's plan to develop its deserving administrative staff members, Hon. Felipe suggested that ViSCA can even invite instructors. At this juncture, the Board mulled over the possibility of opening off-hour courses at ViSCA for faster development of the staff. In this connection, the Board approved in principle the offering of off-hour/night/Saturday courses for the development of administrative staff members.

Regarding the additional guidelines for the implementation of the administrative staff development program, the Board passed:

Resolution No. 35, s. 1984

Approving the 7-point additional policy guidelines relative to the implementation of the administrative staff development with the following corrections on point No. 3, to wit:

x x x

3. Priority shall be given to applicants who have already started studies on their own and who have earned at least 80 undergraduate units or 10 graduate units towards the degree they are pursuing. ARE EXPECTED TO GRADUATE IN ONE YEAR'S TIME. SECOND PRIORITY SHALL BE GIVEN TO THOSE WHO WILL FINISH WITHIN TWO OR MORE YEARS.

x x x

Appendix C

Approved

3. Revised Criteria for Graduate Faculty

The major change in the revised criteria for the appointment of graduate faculty was in the minimum qualifications as a graduate research adviser. (Please see appendix D)

There being no objection, the Board passed:

Resolution No. 36. s, 1984

Approving in toto the revised criteria
for appointment of graduate faculty.
Appendix D

Approved

4. Salary Adjustments for the Foreign Consultants

A proposal was presented recommending salary increases to the
five (5) foreign consultants at ViSCA pursuant to the provision
of NCC # 27, as legal basis, effective May 1, 1984.

There being no objection, the Board passed:

Resolution No. 37, s. 1984

Approving in toto the salary adjustment of
the foreign consultants/faculty as allowed by
Budgetary and Civil Service Laws for consultants
and other contractual personnel which includes
20% premium pay, in lieu of leave privileges
and other benefits normally accorded to regular
personnel, effective May 1, 1984. Appendix E

Approved

5. Staff Housing Development Plan

This staff housing development plan provides space within the
College campus for the construction of houses owned by qualified
staff members to help relieve the college the burden of providing
additional cottages. As explained by Pres. Bernardo, the house owner
retains the right to stay even after retirement, if there is a family
member or a close relative of his (owner's) who is employed by the College.

After some time spent for questions and answers, there being
no objection, the Board passed:

Resolution No. 38. s. 1984.

Granting the request that the College be allowed to allot space within the school campus, as specified in the sketch presented, and be made available to the permanent and qualified faculty/staff members of ViSCA, allowing the College to provide/develop the needed roads/pathways, drainage light and water systems, subsequent awarding of space, subject to conditions to be set forth by the College. Appendix F

Approved

6. Creating of a Student Discipline Board

The proposed student discipline board's main function, which is appellate in nature, is to help speed up effective solutions to disciplinary problems among students. It shall be composed of the Director of Student Affairs as chairman, the Director of Instruction as vice-chairman, one female senior staff and the legal officer as members. Appendix G

In the course of the ensuing deliberations, the Board recalled some existing rules/laws regarding student discipline, some of which are PD 1437, Educational Act of 1982, and CSC 807. Hon. Felipe reminded the College President to take a look at the law on student discipline in order to avoid possible complications.

The reminders were well taken.

There being no other suggestions, neither objection, the Board passed:

Resolution No. 39, s. 1984

Approving the creation of a student discipline board with 5-point functions, specific structural organization, and working pattern, with Board suggestion that the College refer to P.D. 1437 and other pertinent laws of the land, as bases in implementing student disciplinary actions, for obvious reasons. Appendix G

Approved

7. Electricity Fees to be Treated as Donation

The proposal recommended that the amount collected from the staff/faculty/students for the use of electricity be treated as donation to the College to be used for the purchase of fuel-oil and for other maintenance requirement of the ViSCA electric generating plant. This donation shall be treated under the depository unit (DU) and to take effect upon Board approval.

After some verifying questions, the Board passed:

Resolution No. 40, s. 1984

Approving the recommendation that the amount collected from the faculty/staff/students, for the use of electricity, be treated as donation to the College and placed under the depository unit (DU), and allowing the use of said amount for the purchase of fuel-oil and for other maintenance requirements of the electric generating plant, subject to COA rules. Appendix H

Approved

8. Interest on Housing Deposit for Use of the Housing Committee

It was proposed that ViSCA shall be allowed to collect housing deposits and put this amount in a local bank for interest purposes and to allow the ViSCA Housing Committee to use said proceeds/interests for its operations, to include the hiring of employees/laborers, as the implementing arm of the said committee.

There being no objection, the Board passed:

Resolution No. 41, s. 1984

Approving the recommendation that ViSCA shall be allowed to collect housing deposits and put this amount in a local bank for interest purposes and allowing further the college housing committee to use the proceeds/interests for its operations as the implementing arm of the said committee, subject to COA rules. Appendix I

Approved

9. Amending the Provision of the Student Publication Fee

It was proposed that the subscription to the Annals of Tropical Research (ATR) be made optional but the publication fee of P15.00 be maintained exclusively for the support of the student publication, this to take effect this semester SY 1984-1985. Appendix J

The Board passed:

Resolution No. 42, s. 1984

Approving the recommendation that the subscription to the Annals of Tropical Research (ATR) by the students be made optional but the publication fee of P15.00 be maintained exclusively for the support of the student publication, this to take effect this first semester, school year 1984-1985. Appendix J

Approved

There being no other matter to take up, the presiding officer adjourned the meeting at 2:22 p.m.

Certified True and Correct:

Attested:


ANDRES F. DUINTIN
Secretary

ABRAHAM I. FELIPE
Presiding Officer

VISAYAS STATE COLLEGE OF AGRICULTURE
Baybay, Leyte
Office of the Registrar

TENTATIVE LIST OF CANDIDATES FOR GRADUATION
(Summer, 1984)

GRADUATE PROGRAM:

MASTERS OF SCIENCE IN AGRICULTURAL DEVELOPMENT EDUCATION (MSADE):

<u>Name and Address</u>	<u>MI</u>	<u>Major</u>	<u>REQUIREMENTS FOR GRADUATION</u>		
			<u>Academic</u>	<u>PD 1153</u>	<u>Clearance</u>
1. PORCARE, Alfredo Alang-alang, Leyte	E.	Ag.Educ	Completed	Complied	Submitted
"Thesis"					
CORRELATES OF SCHOLASTIC PERFORMANCE OF VISCA COLLEGE FRESHMEN					

GRADUATE PROGRAMS:

BACHELOR OF SCIENCE IN AGRICULTURE (BSA):

1. MALAZARTE, Themistocles J. Albuera, Leyte	Hort		Completed	Complied	Submitted
"Thesis"					
RESPONSE OF THREE PROMISING VARIETIES OF SWEET POTATO TO DIFFERENT LEVELS OF COMPLETE FERTILIZER (12-24-12)					
2. MATA, Isidro Bantayan, Cebu	C.	PltProt	Completed	Complied	Submitted
"Thesis"					
BIOLOGY OF SWEET POTATO MITE (TETRANYCHUS MARIANAE)					
3. ORQUE, Anita Arteche E. Samar	O.	PltProt	Completed	Complied	Submitted

BACHELOR OF SCIENCE IN AGRICULTURAL ENGINEERING (BSAE):

1. PERPIÑAN, Leonilo Tacloban City	F.		Completed	Complied	Submitted
"Thesis"					
CONSTRUCTION AND EVALUATION OF A LOW COST COOLER					

BACHELOR OF SCIENCE IN AGRI-BUSINESS (BSAB):

1. COLAS, Rebecca Malitbog, So. Leyte	M.	BusMgmt	Completed	Complied	Submitted
2. DACLES, Antonio Mationg, Samar	M.	BusMgmt	Completed	Complied	Submitted

(CONTINUED ON PAGE 2)

CANDIDATES FOR GRADUATION, SUMMER, 1984 (cont'n)

UNDERGRADUATE PROGRAMS

IV. BACHELOR OF SCIENCE IN FORESTRY (BSF):

Name and Address	MI	Major	REQUIREMENTS FOR GRADUATION		
			Academic	PD 1153	Clearance
1. POSAS , Renario Baybay, Leyte	P.		Completed	Complied	Submitted

V. BACHELOR OF SCIENCE IN AGRICULTURAL DEVELOPMENT EDUCATION (BSADE):

1. ELEGIO , Marciana Ormoc City	N.	DevCom	Completed	Complied	Submitted
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"Thesis"

COMPARATIVE EFFECTIVENESS OF FOUR
TYPES OF TECHNOGUIDES ON THE LEARNING SCORES
OF COCONUT FARMERS IN ALBUERA, LEYTE

VI. BACHELOR OF ANIMAL SCIENCE (BAS):

1. RAMIREZ , Rizaleo Catbalogan, Samar	C.	AnProdn	Completed	Complied	Submitted
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"Thesis"

THE EFFECT OF CASSAVA-BASED RATION
WITH DOG SHARK MEAL ON THE GROWTH PERFORMANCE
AND CARCASS QUALITY OF BROILERS

Summary:

Graduate Program:

MSADE

1

Undergraduate Programs:

BSA	3
BSAE	1
BSAD	2
BSF	2
BSADE	1
BAS	1
	9

Total

9
10

APPENDIX B

Appointments of College Personnel for Confirmation

I. Recruitment

A. Dept. of Home Science

1. Armanolito T. Abayabay
High School Graduate
Makinhas Brgy. Hi. Scho. 1980
Age: 20 yrs. old

Utilityman
Salary: P5,928.00 p.a.
Effectivity: June 1, 1984
Status: Temporary

B. Dept. of Physical Education

2. Diosdado M. Torrecampo
BS in Elem. Education
FCIC 1965
Age: 37 yrs. old

Property Custodian I
Salary: P9,288.00 p.a.
Effectivity: June 1, 1984
Status: Permanent

C. Dept. of Agric'l. Educa. & Extension

3. Ester A. Jose
BS in Commerce
Divine Word College 1975
Age: 32 yrs. old

Clerk I
Salary: P5,928.00 p.a.
Effectivity: June 1, 1984
Status: Permanent

D. Office of the College Registrar

4. Marison C. Galano
BS in Education
Western Leyte College 1980
Age: 23 yrs. old

Clerk I
Salary: P5,928.00 p.a.
Effectivity: June 1, 1984
Status: Permanent

E. Infirmary

5. Marilyn B. Abogado
BS in Commerce
Univ. of Mindanao 1980
Age: 28 yrs. old

Clerk I
Salary: P5,928.00 p.a.
Effectivity: June 1, 1984
Status: Permanent

F. Physical Plant Office

6. Gilbert M. Posas
4th year BS Agric'l. Engin.
Univ. of Southern Mindanao 1980
Age: 24 yrs. old

Architectural Draftsman I
Salary: P6,552.00 p.a.
Effectivity: June 1, 1984
Status: Temporary

G. Office of the Printing Press

7. Ildefonso D. Parac
BS in Agric'l. Eng'ng.
ViSCA 1983
Age: 24 yrs. old

Platen Press Operator
Salary: P5,928.00 p.a.
Effectivity: June 1, 1984
Status: Temporary

H. Security Office:

8. Venerando B. Jose
BS in Agriculture
ViSCA 1973
Age: 33 yrs. old

Security Officer I
Salary: P10,260 p.a.
Effectivity: June 1, 1984
Status: Temporary

I. Library

9. Andreli D. Pardalos
Bachelor of Arts
Univ. of San Agustin 1977
Age: 29 yrs. old

Junior Librarian
Salary: P7,236.00 p.a.
Effectivity: June 23, 1984
Status: Permanent

J. Supply & Property Division

10. Dan David L. Modina
2nd yr. BS Ag. Eng'g. 1978
ViSCA
Age: 23 yrs. old

Clerk I
Salary: P5,928.00 p.a.
Effectivity: June 1, 1984
Status: Permanent

Note: All recommendations have been passed by the ViSCA Selection Board.

II. For Upgrading of Academic Staff

	<u>Name</u>	<u>Highest Degree</u>	<u>Present Rank</u>	<u>Upgraded Rank</u>
1.	Eliseo P. Pastrano	MA Educ.(P.E.)	Instructor III	Asst. Prof. I
2.	Virgenita C. Albarico	MA Educ.(Math.)	Instructor II	Instructor VII
3.	Aurora P. Mercado	MA Educ.(H.E.)	Instructor II	Instructor VII
4.	Roberta D. Lauzon	MS Food Science	Instructor I	Instructor VI
5.	Gloria L. Tupas	Ph.D. Botany	Sci. Res. Spec. III	Asst. Prof. V
6.	Ruben M. Gapasin	Ph.D. Plant Path.	Instructor VII	Asst. Prof. V

Effectivity: Upon approval of the Board of Trustees or final completion of degree whichever is later.

Note: All recommendations have been passed by the Academic Personnel Board.

III. For Permanent Status

1. Dr. Antonia Cecilia Y. Sandoval
Ph.D. in Community Development
No. of yrs. in the position - 2 yrs.
Performance Rating - Very Satisfactory

Assistant Professor
Dept. of Agric'l. Dev. Educ. & Ext.
Effectivity: June 1, 1984

IV. For Promotion

1. Ms. Paz C. Pala
BS in Education (English)
Univ. of Bohol 1972
No. of yrs. in the position - 5 yrs.
Performance Rating - Very Satisfactory
Present Position - Supervising Librarian

Instructor V
Experimental Rural High School
Effectivity: June 23, 1984

2. Mr. Silvestre F. Buzon
3rd yr. Commerce
Univ. of the Visayas 1962
No. of yrs. in the position - 8 yrs.
Present Position - Buyer I (VS)

Supply Officer I
Supply & Property Division
Effectivity: June 1, 1984

3. Mr. Brigido B. Estabillo
Third year Commerce
Philippine College of Commerce 1972
No. of yrs. in the position - 5 yrs.
Performance Rating - Very Satisfactory
Present Position - Clerk I

Assistant Buyer
ViSCA Manila Office
Effectivity: June 1, 1984
4. Mr. Wilson Paterno C. Po
Fourth Year BSC
Colegio de San Jose 1972
No. of yrs. in the position - 9 yrs.
Performance Rating - Very Satisfactory
Present Position - Clerk I

Buyer I
Supply & Property Division
Effectivity: June 1, 1984
5. Ms. Consuelo B. Jaime
Master of Library Science
UP Diliman 1982
No. of yrs. in the position - 5 yrs.
Performance Rating - Very Satisfactory
Present Position - Senior Librarian

Supervising Librarian
Library
Effectivity: June 23, 1984
6. Ms. Pacita R. Escalante
BSAH w/ 18 units in Library Science
VAC Univ. of San Carlos
1965 1977
No. of yrs. in the position - 4 yrs.
Performance Rating - Very Satisfactory
Present Position - Librarian

Senior Librarian
Library
Effectivity: June 23, 1984
7. Ms. Adelaida M. Abit
BSAH w/ 18 units in Library Science
VAC & Univ. of San Carlos
1966, 1978
No. of yrs. in the position - 2 yrs.
Performance Rating - Very Satisfactory
Present Position - Junior Librarian

Librarian
Library
Effectivity: June 23, 1984

Note: All recommendations have been passed by the ViSCA Promotion Board.

V. Designation of Administrative Heads

Designation

- | | |
|---|--|
| 1. Dr. Perla M. Tan
PhD. in Language Teaching
UP at Diliman 1982 | Head, Dept. of Arts & Letters
Effectivity: April 1, 1984. |
| 2. Dr. Emiliana N. Bernardo
Director of Research and
OIC pf Extension | Director, Philippine Root Crops
Research and Training Center
Effectivity: June 1, 1984 |
| 3. Dr. Vicente A. Quiton
Head, Agricultural Development
Education | Director of Graduate Studies
Effectivity: June 1, 1984 |
| 4. Dr. Samuel S. Go
Vice Pres. for Administration | Professor of Educational
Administration
Effectivity: First Semester
SY 1984-85 |

BOARD ACTION: Approved

DATE: July 2, 1984

ADDITIONAL POLICY GUIDELINES RE:
ADMINISTRATIVE PERSONNEL DEVELOPMENT PROGRAM

In connection with the implementation of the Administrative Personnel Development Program, the following additional policy guidelines are hereby disseminated for the information and guidance of all concerned:

1. Preference for scholarship slots shall be given to applicants for masteral degree and applicants occupying supervisory position shall be given priority.
2. Financial Assistance are available both for graduate and undergraduate degrees provided the applicant meets the requirements for scholarship.
3. Priority shall be given to applicants who have already stated studies on their own who are expected to graduate in one year's time. Second priority shall be given to those who will finish within a longer period of time.
4. Those who shall be on scholarship shall carry full academic load while those on financial assistance shall carry 9 units for undergraduate and 6 units for graduate degree.
5. Grantees of financial assistance shall continue working full time. Any loss of time from office during working hours shall be made-up during weekend or some other time as may be arranged with the immediate supervisor.
6. A Very Satisfactory rating for the two preceding performance rating periods is required of applicants for either scholarship or financial assistance grant.
7. Deadlines for submission of applications are as follows:
 - a. For the first semester -- May 20
 - b. For the second semester -- October 15

(SGD.) SMAUEL S. GO
Chairman, APDC

BOARD ACTION:

APPROVED with corrections: July 2, 1984

REVISION OF CRITERIA FOR APPOINTMENT OF
GRADUATE FACULTY FOR IMPLEMENTATION OF
THE MASTERAL DEGREE PROGRAMS OF ViSCA

I. Status of Appointment

- A. Temporary -- This appointment is renewable by school year depending on actual need for the services of the staff. It is given to:
 - 1. Visiting professors, consultants, and affiliate staff from other entities (not under ViSCA) whose academic qualifications satisfy the minimum requirements for graduate faculty as specified below.
 - 2. Regular staff of the College whose academic qualifications satisfy the prescribed minimum requirements specified below, except II.A.2.
- B. Permanent -- To be given a permanent appointment are regular faculty members of the College whose academic qualifications satisfy the minimum requirements for graduate faculty as well as the other requirements for permanent appointment specified in the ViSCA Code.

II. Minimum Academic Qualifications

- A. As a teaching graduate faculty
 - 1. Masteral degree holder
 - 2. One year teaching experience at college level with a "very satisfactory" teaching performance rating. The one-year teaching experience may be waived for staff members to be given a temporary appointment.
- B. As a graduate research adviser
 - 1. The above requirements for a teaching faculty
 - 2. Must at least be Assistant Professor in rank.
 - 3. Compliance with either one (1) of the following:
 - a. Served as thesis advisor of at least 3 graduate students in other institutions before joining ViSCA
 - b. Published a technical bulletin, a chapter of a professional book, or four scientific papers (other than this thesis). The latter should have been published in technical or professional journals.

III. General Guidelines and Procedural Steps in the Appointment of Graduate Faculty

- A. Only staff members who shall be assigned to teach graduate courses, to advise thesis students, and as members of the Graduate Advisory Committee during the academic year are considered for appointment.
- B. The head of the department where the academic staff will teach courses or advise thesis students makes the recommendation, making sure that the Prescribed minimum requirements are met. In case the staff member is connected with another department or office, the department head making the recommendation must first get the written permission of the recommendee's supervisor. Said written permission will be attached to the recommendation papers.
- C. The Officer-in-Charge of the Office of Graduate Studies reviews the recommendation for indorsement to the College President.
- D. The President takes final action of the recommendation. If approved, he issues the appointment. Temporary appointments shall be for one academic year.

Justification:

1. No. IA - The appointment should be by school year, rather than by semester so that reappointment of temporary graduate faculty members will be done at the same time at the start of the academic year. Some members of the graduate faculty may only teach for one semester during the year but they may be members of the Graduate Advisory Committee of graduate students. Yearly appointments will provide continuity to this membership in the Graduate Advisory Committee.
2. No. I.A.2. The modification suggested are primarily for greater clarity of the provisions.
3. No. II.B.2. - It is proposed that for a member of the graduate faculty to serve as thesis adviser, he must hold the rank of at least Assistant Professor. This will ensure that those who will advise graduate students have the experience and proven academic competence as shown by their professional rank.
4. No. II.B.3. -- The main modification being proposed is deletion of numbers 1 and 4 from the list of alternative requirements for graduate research advising. It was observed during the past three years that theses of masteral students whose major professors qualified for graduate research advising based solely on their experience as advisers of undergraduate thesis students or as graduate students generally lacked systematic, exhaustive and scholarly treatment of the problems which should characterize every graduate research. They were like undergraduate theses in all aspects except for the greater amount of work involved, something like 2 to 3 undergraduate theses combined.

The proposed modification is based on the premise that a faculty member who has amply demonstrated his capability and competence in undertaking research on his own and able to produce results of respectable quality as evidenced by their getting published in scientific and professional journals will be in a better position to provide the needed help and guidance to graduate students in the conduct of their theses.

5. No. III.B - This revision is made so that it will be consistent with the proposed revision contained in I-A.

Foreign Consultants

Name (1)	Present Rate w/20% (2)	Local Staff of Equiv. Rank (3)	Salary of Equiv. Rank* (4)	w/20% (5)	NCC #27 (6)
1. Ly, Tung	P 35,000.00	Palomar, MK - Asso. Prof. IV	P39,288.00	P47,145.60	P45,600.00
2. Singh, KK	P 35,568.00	Esguerra, MM - Asso. Prof. III	P35,568.00	P42,861.60	P41,292.00
3. Truong, VD	P 33,176.00	Talatala, RL - Asso. Prof. II	P32,196.00	P38,635.20	P37,389.00
4. Nguyen, TTT	P 29,148.00	Ponce, LB - Asso. Prof. I	P39,636.00	P36,763.20	P35,568.00
5. Vu, TNT	P 23,982.00	Quevedo, M - Sc. Res. Sp. III(S-1)	P20,580.00	P24,696.00	P23,892.00

*Salary rate includes the 2-step increase per NCC #27 (for all government personnel) but excludes the 3-step increase per NCC #26 (for SUC teaching staff)

Note: 20% is allowed by Budgetary and Civil Service Laws for Consultants and other Contractual personnel in lieu of leave privileges and other benefits normally accorded to regular personnel.

Recommendation: Grant them salary increase equivalent to the amount in Column (5) effective May 1, 1984 using NCC #27 as legal basis.

Approved in toto
Jul 2, 1984

PROPOSED VISCA STAFF HOUSING DEVELOPMENT PLAN

Rationale.

The importance of providing ample dwellings for permanent and qualified personnel of an agricultural institution like VISCA can not be overemphasized. The nature of work in this kind of educational institution requires the presence of the staff/personnel within the school campus throughout the year. It is for this reason that the government has always provided in the school budget allotment for staff housing. VISCA, for that matter, has been getting appropriations for the construction of staff houses until lately, due to economic crunch, this item in the school's budget was cut. In effect, the College can not provide all qualified staff members the housing that they need within the campus.

One idea which the Administration and President's Advisory Council (PAC) has considered is the possibility of encouraging the faculty/staff members to help the College by putting up their own houses to live in within the school campus. This, therefore, necessitates the allotment of space for the purpose; hence, this following proposal:

Proposal

It is proposed that the College be allowed to allot space within the school campus (please see attached sketch) that shall be made available to the permanent, qualified faculty/staff members of VISCA who are financially capable of putting up their own houses. The College shall develop the place by providing the roads/pathways, drainage, light and water systems. Development of the place shall start upon approval.

Board Action: Approved

Date: July 2, 1984

Presidential Advisory Committee Action: Recommended for
Board Approval

Date: June 27, 1984

CREATION OF A STUDENT DISCIPLINE BOARD

Rationale

Despite standards and rules set by the College regulating the behavior of groups and individuals, rule breakers as expected are inevitable. Counseling has helped in the non-repetition of such undesirable behavior, but it is felt that disciplinary measures which aim to correct behavior must be undertaken. Corrective punishment to be effective must not only be consistent and well planned, but must be given immediately after the act. In other universities where they have disciplinary boards, cases are settled quickly and correctional actions are more effective.

In ViSCA, past experiences show that even after reports on delinquent behavior have been submitted, decisions have been delayed due to the difficulty of creating a committee or the inability of the committee to convene as soon as the order is made. There have been cases where decisions have not been made or, if made, the Office of Student Affairs was not aware of. As a result, the disciplinary measures become purely punitive, a fallacy in corrective and preventive discipline.

Proposal

It is proposed that a student discipline board be created that would speed up effective solutions to disciplinary problems.

A. Functions of the Board:

1. In close cooperation with the counseling and testing section of the Office of Student Affairs (OSA), it shall identify the most serious behavior problems among students or propose strategies for correctional measures.
2. Guided by the ViSCA Code, it will come up with alternative disciplinary measures that are specific, useful and punitive. Where the Code does not provide any punishment, e.g. use of drugs, the board should come up with proposals.
3. Follow up the disciplinary action imposed and evaluate the results in cooperation with the counseling section.
4. Conduct information campaign on the observance of college rules and regulations.

5. Conduct investigations of cases presented to this board.

D. Structure/Organization:

Appointed by the College President, the Board will be composed of four members with the Director of Student Affairs as the ex-officio chairman, the Director of Instruction as Vice chairman. The board members shall include:

1. One senior faculty member, preferably a female
2. Legal officer of the College

E. Working Pattern:

The Student Discipline Board shall only have an appellate jurisdiction of all cases concerning delinquent behavior or rule of law infraction appealed and/or referred to it by the students, department chairmen and President of the College for study, review and recommendation of the proper steps to be undertaken and the appropriate punishment to be imposed for every given case.

It should be carefully noted that the board shall only handle appealed cases which were initially heard either by the Office of Student Affairs per provision of Section 400 of the ViSCA Code or by the department chairmen per provision of Section 401 of the same code. Within 24 working hours after the case has been appealed or referred to the board, the disciplinary body must convene. The investigation and the meting out of corrective measures shall be finished within four days. Recommendation shall be submitted to the College President for action and the board will, after receiving the order, implement the same.

Every punishment shall be followed by counseling in which case, the student(s) concerned must be referred to any of the guidance counselors for follow-up.

PAC ACTION: Recommending Approval

Date: June 28, 1984

BOARD ACTION: Approved

Date: July 2, 1984

Reminder:

Refer to PD 1437 and other pertinent laws of the land regarding control of student discipline.

TO TREAT THE ELECTRIC FEES COLLECTED FROM THE STAFF/
FACULTY/STUDENTS AS DONATION TO THE COLLEGE TO AUGMENT
OPERATIONAL EXPENSES AND MAINTENANCE OF THE ViSCA
ELECTRIC GENERATING PLANT

Rationale

The initial intent of collecting fees from the staff/faculty/students for the use of electricity was to have some amount to augment the allotment for fuel/oil and for maintenance purposes of the ViSCA electric generating plant. Unfortunately, due to strict auditing rules regarding income, the said fees collected, despite the expressed intent in the proposal, but which was not so expressed in the corresponding Board resolution, could not be used as planned.

Due to lack of funds, the College had to undertake cost-cutting measures which includes shutting down electric generation services by about 1/3, or some seven (7) hours daily during office/school days and eight (8) hours during Sundays and other holidays. This practice is damaging to some of the very expensive electronic equipment that are in operation in the various laboratories.

In order, therefore, to have some amount to augment the meager allotment for the operation of the electric generator and to save or extend the service life of the sensitive electronic appliances, the following proposal is strongly recommended:

Proposal:

It is proposed that the amount collected from the staff/faculty/students for the use of electricity be treated as donation to the College to be used for the purchase of fuel-oil and for other maintenance requirement of the ViSCA electric generating plant. This donation shall be treated under the depository unit (DU), this to take effect upon Board approval.

PAC ACTION: Recommending Approval

Date: June 28, 1984

BOARD ACTION: Approved

Date: July 2, 1984

TO USE THE INTEREST ON THE STAFF HOUSING DEPOSITS
FOR THE OPERATION OF THE VISCA HOUSING COMMITTEE

Rationale

One of the added functions of the Housing Committee is to manage/monitor the occupancy of the ViSCA apartments, duplexes, dormitories, and detached units to ensure their efficient utilization and proper care. This added job of the committee includes the regular inspection of electrical connections and the monthly reading of meters. This requires manpower to implement. An implementing arm of at least two employees/laborers is deemed necessary to assist in the work.

As recommended by the staff housing committee and favorably considered by the President's Advisory Council (PAC) in the meeting held on June 28, 1984, staff housing occupants are to put up housing deposits which amount they can always redeem upon leaving the housing unit they occupy.

This housing deposit shall be put in a local bank for interest. This interest shall be used by the ViSCA Housing Committee for its operations, to include the hiring of laborers/employees as implementing arm of the committee; hence the following proposal:

Proposal:

It is proposed that ViSCA shall be allowed to collect housing deposits and put this amount in a local bank for interest purposes and to allow the ViSCA Housing Committee to use said proceeds/interests for its operations to include the hiring of employees/laborers as implementing arm of the said committee.

PAC ACTION: Recommending Approval

Date: June 28, 1984

BOARD ACTION: Approved

Date: July 2, 1984