



Republic of the Philippines  
VISAYAS STATE COLLEGE OF AGRICULTURE  
Baybay, Leyte

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MINUTES OF THE 8TH BOARD OF TRUSTEES MEETING  
HELD ON OCTOBER 7, 1975, AT THE PASUC OFFICE, MANILA  
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# VISAYAS STATE COLLEGE OF AGRICULTURE

Baybay, Leyte



Minutes of the 8th Board of Trustees Meeting  
Held on October 7, 1975, at the PASUC Office, Manila

## BOARD MEMBERS PRESENT:

Hon. Vedasto G. Suarez Assistant Secretary, DEC	- Acting Chairman
Hon. Jesus C. Alix Director, BAEcon	- Member
Hon. Rufino D. Ayaso, Jr. Provincial Agriculturist BAEx	- Member
Hon. Lauro A. Castillo District Officer Bureau of Lands	- Member
Hon. Cledualdo B. Perez, Jr. (Dr. Nicanor C. Fernandez, UPLB, his proxy)	-Member
Hon. Fernando A. Bernardo President, ViSCA	- Member

## OTHERS PRESENT:

Dr. Cesar C. Jesena, Jr.  
Vice-President for Development  
and External Affairs, ViSCA

Prof. Susano C. Faelnar  
College Secretary, ViSCA

Mr. Teofilo Montemayor  
PASUC Coordinator

Prior to the formal opening of the Board meeting, the Acting Chairman made known to the members that his attendance as presiding officer was sanctioned by the Acting Secretary of the Department of Education and Culture. He disclosed further that the DEC is regionalizing Board meetings of state colleges



and universities to effect economy and to acquaint the regional director with the various activities of these chartered institutions. However, he mentioned that there are special cases where the DEC Secretary presides over Board meetings if Presidents of state universities and colleges have matters to follow-up in Manila.

On the other hand, President Bernardo interposed no objection to having the Regional Director preside over the ViSCA Board meeting, but since the College is a regional agricultural college that is not only serving the Eastern Visayas but also the other regions of the Visayas, he believed that it would not be appropriate for any single Regional Director of the DEC to act as Board Chairman. At this point, the Acting Chairman suggested that the College President make special arrangement with the DEC Secretary to exempt ViSCA from the Department order. In addition, Acting Chairman Suarez came out with the information that there is a proposal to include the Regional Director in an area where there is a chartered institution as member of the Board of Trustees and to fill up vacancies in the Board by the DEC Regional Director and the NEDA Regional Director. The members took note of the remarks of Acting Chairman Suarez and President Bernardo.

The Acting Chairman called the meeting to order at 1:05 p.m.

- I. The Board approved the minutes of the meeting held on August 5, 1975, after modifying and improving the following items: (1) on page 3, line 51 -- added the word "Board" after the preposition "by"; line 68 -- inserted "matter of" between the words "the" and "contractual"; line 72 -- substituted "get" for "have" and "In this connection" for "In addition", and (2) on page 4, line 95 -- substituted "scholarship or fellowship grant" for "study leave".

Furthermore, the Board approved the suggestion of the PASUC Coordinator to list the College Secretary under "OTHERS PRESENT". The Acting Chairman also recommended the numbering of each page from top to bottom; that is, to start with No. 1 until the last number at the bottom of the page is reached and then begin again with another No. 1 and so on in subsequent pages.

President Bernardo mentioned, too, the inclosure of appendices beginning with the minutes of the August 5 Board meeting as an improvement.

- II. On matters arising from the approved minutes, Board Member Alix inquired if the previous appointments made were new or promotional, and asked about the identities of the two Elmer Espinas in the High School and Physical Education Departments. With reference to the questions raised, the College President informed Board Member Alix that the appointments were all new and that the two Espinas were different and separate persons.



III. Reports of the President and the Vice-President.

- A. President Bernardo read his report and elucidated on the items about the ViSCA five-year development program from the time he assumed the Presidency on October 16, 1974 to the present; organization and administration; staff development; budgetary appropriation which he mentioned in passing; buildings, facilities, and equipment; instruction; research; extension education; the experimental rural high school, and services to the academic community. In answer to the question raised by Acting Chairman Suarez, he clarified the difference between an OIC and a Chairman of a Department. (For the report of the President see Appendix A).
- B. Vice-President Jesena, Jr. explained the objective and the organizational set-up of the ViSCA Manila office, including its various activities such as procurement of equipment from USAID, following-up financial matters in the Budget Commission, securing authority for implementing policies from the Office of the President, etc. He also notified the Board that through the NSDB/BOT "Balik Scientist Program", ViSCA will employ four professors.

Regarding the list of equipment from USAID, the Acting Chairman advised that the book value of each equipment should be included therein.

On the matter of creating a new position for Buyer for the Manila office and the placement of Information Editor from the College to the Manila office also, Vice-President Jesena, Jr. justified the need for these two positions. (For the report of the Vice-President, see Appendix B).

Board Resolution No. 10

Approving the creation of an item for Buyer for the ViSCA Manila office and the placement of the Information Editor from the College to the Manila office, too.

APPROVED.

IV. Personnel matters.

- A. The Board went over, item by item, the additional appointments of personnel for July, August, and September, 1975. Upon inquiry as to the proper qualifications of Prof. Tomas M. Maye for the position of Assistant Professor I, President Bernardo enumerated orally the appointee's qualifications not found in the materials presented as well as the latter's other accomplishments in newspaper work, etc. to the satisfaction of the members. The College President gave a picture of the present status of the



Department of Agricultural Economics after a query was raised by Board Member Alix and explained the reasons for appointing Miss Leonila Salundaguit, an Animal Husbandry major, to the position of Research Assistant I in Agricultural Economics. As regards Miss Aquino's appointment, President Barnardo mentioned to Dr. Fernandez that she will be assigned a lighter teaching load to enable her to work on her Master's thesis of which she has already the required data.

Board Resolution No. 11

Confirming the ad interim appointments of Prof. Nelson Esguerra, Prof. Tomas M. Maye, and Mr. Wilfredo C. Valenzona and noting the appointments of Miss Linda Rustia, Mr. Mamerto Avila, Mr. Cesar Nuñez, Mr. David Ancheta, Mrs. Carmencita Reyes, Miss Leonila Salundaguit, Miss Elena Cabilar, Miss Leah Rebadulla, Mr. Fausto Baet, Jr. and Miss Rosalinda Aquino that were made by President Barnardo as authorized by Board Resolution No. 6, s. 1974 (Appendix C).

APPROVED.

- B. Regarding the creation of new positions as recommended by Supt. Andres Duatin, President Barnardo intimated the urgency of these positions for speeding up the five-year development program. Asked if these positions were permanent, the President answered negatively. Concerning the proposed salary for Diesel Mechanic III, the President commented that it was low; whereupon Acting Chairman Suarez suggested that it be increased. However, Board Member Castillo observed that the heavy equipment operator, whose recommended salary is lower than that of the diesel mechanic, is just as important as the diesel mechanic. The Board felt that only the recommended ranges for these heavy equipment operators be approved and the exact rates be determined later depending upon the qualifications of recommendees.

Board Resolution No. 12

Approving the creation of new positions for one civil engineer and one Draftsman I, with the salaries as indicated, and two heavy equipment operators with the corresponding salary ranges as indicated, and that of a Diesel Mechanic III with a salary of P7236.00 p.a. (Appendix D).

APPROVED.

- C. Insofar as the proposal for a Code of Conduct for ViSCA Staff was concerned, the Board noted a missing page.

BOARD ACTION: Deferred action on this topic until the next Board meeting.



- V. The Board scrutinized the revision, abolition and institution of courses in the Department of Plant Breeding and Agricultural Botany and the Department of Animal Science and Veterinary Medicine. Dr. Fernandez proposed that reasons for deletion of courses be included in future recommendations to enable the Board to understand the rationale behind the abolition. Furthermore, he requested clarifications why Animal Science 48 and Agricultural Botany 41 was deleted. The College President explained with satisfaction the inquiry made.

Board Resolution No. 13

Approving the revision of courses in the Department of Plant Breeding and Agricultural Botany and the Department of Animal Science and Veterinary Medicine (Appendix E).

APPROVED.

VI. Student affairs.

- A. President Bernardo submitted for consideration the proposal for Scholarship for Upperclassmen.

Board Resolution No. 14

Adopting the proposal for scholarship for upperclassmen subject to the conditions cited in the scholarship rules approved earlier by the Board of Trustees (Appendix F).

APPROVED.

- B. The Board took note of the guidelines in the classification and recognition of student organizations.

Board Resolution No. 15

Adopting the proposed guidelines in the classification and recognition of student organizations, with the use of Department Order Nos. 41 and 42 for supplementary guide as recommended by Acting Chairman Suarez (Appendix G).

APPROVED.

- C. The Board examined closely the proposal for a Code of Discipline for ViSCA students. President Bernardo informed the Board that this Code was formulated by a committee and presented to the College Council for approval in the presence of student leaders who participated in the deliberation. On the matter of long hair of male students, the College President took into account the request of these students that the ban by the 3rd PC Zone Commander be lifted for some good reasons. He promised to make representations to the 3rd PC Zone Commander.



Board Resolution No. 16

Noting and approving the proposed Code of Discipline for ViSCA Students with the following modifications: (1) Article VII, Section 4, sub-section g -- added at the end of the word "sex" the phrase "without permission from the dormitory master or matron"; and Section 8 of the same article -- substituted "repeating" for "committing". (Appendix H).

APPROVED.

VII. Budgetary matters.

- A. President Bernardo presented the budgetary proposal for Transfer from Salary Savings and the FY 1975 Reserve Released for consideration. When queried by Acting Chairman Suarez about funds for the new positions created, the President proposed that these funds be taken from the capital outlay as part of the site development program; the salaries for the heavy equipment operator and the Buyer will be from the item "Other Services".

Board Resolution No. 17

Noting and approving the budget proposal for Transfer from Salary Savings and the FY 1975 Reserve Released in the amount of P225,000 which should include the Buyer's salary item of P5448 p.a. under "Other Services." (Appendix I).

APPROVED.

- B. The College President pointed out orally the rationale behind the transfer of some ViSCA funds for the staff on scholarship grant at UPLB to the Manila office. Acting Chairman Suarez counselled, however, that only certain amounts to take care of the staff's needs at UPLB should be transferred since some of them have families in ViSCA.

Board Resolution No. 18

Approving in principle the transfer of some ViSCA fellowship funds to the Manila office to take care of the staff's financial needs at UPLB.

APPROVED.

- C. The Board discussed thoroughly the proposed representation allowance for the ViSCA Vice-President as strongly endorsed by the College President.



Board Resolution No. 19

Approving the allowances of the ViSCA Vice-President enumerated as follows: (1) ₱400.00/month for commutable allowance, and (2) ₱200.00/month for commutable gasoline allowance.

APPROVED.

- D. The Board looked into the proposal of Mrs. Rebecca B. Napiere, ViSCA OIC for the library and modified the word "Reallocation" to "Allocation".

Board Resolution No. 20

Approving the allocation of ₱300,000 or so much thereof for the purchase of textbooks and references and subscriptions to periodicals and magazines chargeable against salary savings that may be realized within the fiscal year (Appendix J).

APPROVED.

- VIII. Regarding the urgent need of the College to hire additional architects to hasten its physical development, President Bernardo explained the reasons for hiring Espina and Associates in Cebu City, Architect G. Ascalon of Bacolod City and Architect Lilio Velasco of Iloilo City. Acting Chairman Suarez advised that they be hired as a consortium for the purpose of achieving harmony in the design as well as its aesthetic values. Although the advice was well taken, especially on harmony and central motif, President Bernardo pointed the difficulty in forming such consortium because each group of architects is assigned to two or three different projects to be designed; however, to achieve the best in the designs he informed the Board that Dean Juguilon shall serve as project architect. He further mentioned to the Board that the funds for payment of contract with Espina & Associates will be chargeable against capital outlay.

Board Resolution No. 21

Authorizing President Bernardo to hire the three groups of architects, namely: Espina & Associates, G. Ascalon, and L. Velasco to design the buildings of ViSCA.

APPROVED.

- IX. Other matters.

- A. President Bernardo disclosed the opinion of the ViSCA Auditing-Examiner regarding the disposal of unserviceable equipment and property that such power now belongs to the Board of Trustees in accordance with Section 1 of PD 700. The President brought out the idea that all salvaged materials from the three students'



cottages will be used for repairs of other student cottages.

Board Resolution No. 22

Approving the endorsement of the ViSCA Auditing-Examiner that the disposal of unserviceable property and equipment shall be acted upon by the Board of Trustees, being clothed with corporate powers under Section 1 of PD 700.

APPROVED.

- B. The College President brought out the perennial problem of acquiring good lighting for ViSCA and apprised the members of the Board that the two electric generators in the College that breakdown most of the time are more than twenty years old. He strongly recommended their replacement by purchasing a brand-new 150 kva generator from the Aboitez Marketing Corporation that quoted the lowest bid with FOB at Baybay.

Board Resolution No. 23

Approving the purchase of a brand-new 150 kva generator from the lowest bidder that is most advantageous to ViSCA.

APPROVED.

- C. Regarding the proposed contract with the DCCD to design the roads, drainage, electric system, street lighting, and sewage system at ViSCA, President Bernardo laid stress in the urgency for such contract.

Board Resolution No. 24

Approving in principle the contract between ViSCA and the DCCD for the latter to design the roads, drainage, electric system, street lighting, and sewage system.

APPROVED.

- D. President Bernardo revealed to the Board that Gov. Benjamin Romualdez of Leyte invited him to join a 3-man team to Peking with funds to be shouldered by ViSCA. A question was raised by the Acting Chairman whether the China trip was a project of the Philippine government; nevertheless, Acting Chairman Suarez gave advice that such trip should be in connection with the development plan for the Visayas region to justify the funding. The College President concurred with his idea.

Board Resolution No. 25

Allocating the amount of ₱15,000 from salary savings of ViSCA to cover the expenses for transportation, per diems, clothing, payment of travel papers of the College President



subject to Malacañang approval.

APPROVED.


- E. The College President presented for consideration the proposed Budget for ViSCA Cebu Office and the Memorandum of Agreement between ViSCA, represented by the President, and the Bureau of Plant Industry, represented by the BPI Regional Director of Cebu City.

Board Resolution No. 26

Authorizing President Bernardo to sign in behalf of the Board of Trustees the Memorandum of Agreement between ViSCA and the Bureau of Plant Industry as represented by the Regional Director in Cebu City to rent an available office space at the BPI building at MacArthur Boulevard, Cebu City and approving the proposed budget of ₱29,553.00 for personnel services, maintenance and other operating expenses and equipment outlay for FY 1975-76 (Appendices K, L, and M).

There being no other matter to consider, the Acting Chairman adjourned the meeting at 3:12 p.m.

CERTIFIED TRUE AND CORRECT:

  
SUSANO C. FAELNAR  
Board Secretary

(SGD.) VEDASTO G. SUAREZ  
Acting Chairman



## APPENDIX "A"

### HIGHLIGHTS OF ViSCA ACCOMPLISHMENTS (October, 1974-October, 1975)

by F. A. BERNARDO

The incumbent president of ViSCA assumed the position of College President on October 16, 1974, almost one year ago. While one year on the helm of the Visayas State College of Agriculture is not too long, it is about time to pause and take stock so that the present and immediate future of the College can be put in proper perspective.

If I were to be asked what is my most outstanding accomplishment in ViSCA during its first year as a state college, I would not hesitate to say that it is the change of administrative style and atmosphere in the College campus from a centralized, bureaucratic, traditional and lothargic set-up to a more decentralized, fastmoving, innovative and dynamic one. This would not have been possible without the full hearted assistance of local talent and all-out cooperation of the faculty and administrative staff. It only shows that even an institution that has grown accustomed to a slow pace under the bureau can suddenly wake up and respond to a call if given the challenge and opportunity. The staff at ViSCA, in spite of some limitations, is highly motivated, hard working and persevering.

The following are specific achievements worth mentioning:

#### 1. ViSCA Five-Year Development Program

The formulation of the school's development program was logically the first major undertaking of ViSCA as a newly chartered state college. Being developed by the government as a regional college of agriculture to serve the entire Visayas region, the College must assess regional needs and gear itself to the problem of meeting actual needs in agricultural and rural development. The studies made by the administration and the faculty resulted in a Five-Year Development Program entitled "For the Small Visayan Farmers". There are four volumes of this, namely:

- Vol. I - ViSCA Development Goals and Plans for 1975-80
- II - Achieving Relevance Through Innovative Curricular Programs and Non-Formal Education
- III - Research for Regional Agricultural and Rural Development
- IV - Experimental Rural High School

#### 2. Organization and Administration

ViSCA had to strengthen its organization to be equal to the times and the tremendous job it must accomplish. To assist its President, new positions were created and the best available



men were appointed to these positions. These are:

- Vice President for External Affairs and Development -  
Dr. Cesar C. Jesena, Jr.
- Director of Student Affairs - Prof. Manuel Ancheta
- Director of Business and Adm. Affairs - Prof. Francisco Bascug
- Director for Development Planning - Dr. Samuel S. Go
- Superintendent of Physical Plant - Prof. Andres Duatin
- College Secretary - Prof. Susano C. Faelnar
- Assistant for Adm. & Legal Affairs - Mr. Welfredo Valenzona

Before the end of school year 1974-75, the College was departmentalized, and department chairmen and officers-in-charge appointed to boost important disciplines in agriculture. These new departments are:

- Agronomy and Soil Science - Dr. Benjamin C. Mahilum, OIC
- Animal Science and Vet. Medicine - Dr. Guindolino Gerona,  
Chairman
- Crop Protection - Dr. Emiliana N. Bernardo, OIC
- Plant Breeding and Ag. Botany - Prof. Florencio Saladaga,  
Chairman
- Ag. Economics - Prof. Nerelito Pascual, Chairman
- Ag. Chemistry - Mrs. Linda de la Rosa, OIC
- Ag. Engineering and Applied Math. - Prof. Margarito Escalante,  
Chairman
- Arts and Letters - Dr. Alice S. Go, Chairman
- Ag. Development Education - Dr. Samuel S. Go, OIC
- Home Science - Dr. Paulita M. Mahilum
- Physical Education - Mr. Elmer A. Espina

For a more dynamic organizational set-up, administrative functions are decentralized to a considerable extent down to the level of department chairman. The chairmen have specific responsibilities, such as recruitment of staff, development and implementation of projects and building up facilities for instruction, research and extension.

To facilitate the acquisition of additional resources from other government agencies and international organizations in Manila, the College established a Branch Office at #8 Lourdes St., Pasay City. Another branch office is being established in Cebu City.

### 3. Staff Development

The College academic staff (excluding high school teachers) has doubled during the year under review. From 41 College instructors with 11 M.S. degree holders, the staff increased in quantity and quality to 59 B.S., 30 MS/MA and 9 PhD/EdD. Three more PhD's will join the College in November as a result of the Balik Scientist Program of NSDB. Actually, these are modest gains. To accomplish the mission as the regional college of agriculture for the Visayas,



ViSCA aims to develop a critical mass of quality staff consisting of no less than 60 MS and 40 PhD degree holders. Hopefully, the College will reach this goal within four years.

Many young graduate school materials have been recruited to join the different academic departments. Eleven are now pursuing graduate work in Los Baños and about a dozen more are scheduled to work for advanced degrees beginning the second semester this year.

#### 4. Budgetary Appropriation

ViSCA's fight for a larger national appropriation that befits its role as a regional agricultural college was an up-hill battle. Fortunately, the Philippine Government is sympathetic to the cause of the small Visayan farmers and President Marcos puts high priority to agricultural and rural development projects.

National appropriations for the College increased from P600,000 in 1973-74, when the College was still under the Bureau of Vocational Education, to P2.5 million in 1974-75, and P18.239 million in 1975-76. This year's budget is broken down into P6.239 million for operating expenses and P12.0 million for capital outlay.

This substantive increase in its budget ought to give the College the big push that it badly needs.

#### 5. Buildings, Facilities and Equipment

An overgrown high school, as it was, ViSCA has very inadequate facilities for a professional college of agriculture. For this reason, the College was forced to reduce its enrolment from about 450 new freshmen last school year to 180 only this school year. Additional buildings and facilities are now on the planning board for construction before the end of 1975 or early next year. These are the Arts and Letters building, the Crop Research Center, the Men and Women's dormitories and the ViSCA Training Center.

So far, the following constructions are either completed or still underway:

- 56 apartments for the staff (new)
- One boys dormitory (new)
- Agrometeorological Station (new)
- Four staff cottages (renovation)
- Second floor of administrative building (renovation)
- Ag. Engineering and Applied Math. Building (improvement)
- Various small building repair jobs (Arts and Letters, Ag. Chemistry, Crop Protection, Canteen, Library)



The development of the experiment station is also underway. Experimental land utilization is now clearly defined, and farm roads and drainage canals are now under construction.

The College, through the efforts of Dr. Jesena, has also successfully acquired a number of badly needed vehicles and equipment from IDA and USAID. These include a school bus, five trucks, four jeeps, two weapons carrier, one car, one pick-up, two generators (5KVA), one payloador (TD15) and one forklift.

From the Bureau of Public Highways, the following were successfully transferred without cost; one bulldozer, one road grader, one road roller, one dump truck, one cement mixer and one compressor. Negotiations for the transfer of one payloador and three dump trucks are still being made. These heavy equipment will be very useful in developing the new campus site.

The most serious problem of the College up to the present is unreliable and inadequate electric power. The College has been using two generators that are more than twenty years old and which frequently breakdown.

#### 6. Instruction

Significant accomplishments in the area of instruction may be summarized as follows:

- Review and revision of curricular offerings.
- Institution of a more rigid entrance test in addition to the NCEE.
- Scholarship grants and financial assistance to attract to the College the bright and poor but deserving students.
- Reduction of faculty teaching load.
- Recruitment of additional highly qualified teaching staff in areas of need.
- Departmentalization of arts and letters to strengthen instruction in humanities and communication arts.
- Improvements in Library service.

As regards the College library, the present collection of books and periodicals are too inadequate for the varied and rich curricula that the College is now offering.

#### 7. Research

Progress in research is understandably very slow. The College had a long tradition of teacher training. It was one of the best teacher training schools under the Bureau, but it had not developed the research capability of the staff. Moreover, even staff members



with training in research could not do much because of usually heavy teaching load, inadequate equipment and library materials, and virtually absence of financial support for research.

Through the leadership of Dr. Benjamin C. Mahilum, an integrated coconut research program was prepared and submitted to PCAR for financial support. Hopefully, this will lead to the establishment of a Regional Coconut Research Center at ViSCA with Dr. Mahilum as the Director.

Mr. Sergio Abit, one of the College instructors, has been active in root crops research. He has already made collections of indigenous varieties of rootcrops which are now being tested in the ViSCA Experiment Station.

A large research project entitled "Socio-Economic Profile of the Rural Areas in Region VIII" was started by the staff of the Agricultural Economics Department under the leadership of Prof. Nerelito Pascual. This will probably be completed early next year.

The problem of improving student research (thesis) fell heavily on the shoulders of Dra. Emiliana N. Bernardo. Student thesis as part of the requirements for graduation and student research advising has much room for improvement. A three day intensive seminar-workshop on research has been scheduled by Dra. Bernardo for the staff this October, 1975.

#### 4. Extension Education

Extension education, as one of the major functions of ViSCA, has received more support than ever before. Although, as in research, it is much too early to boast of accomplishments, the following are worth mentioning:

- Prof. Eliseo Ponce, formerly principal of the Capiz Agricultural and Fisheries School, has joined ViSCA. He is not only in charge of establishing a Social Laboratory but is actually assuming the leadership role in developing the ViSCA extension program.
- The core staff of the Social Laboratory has undergone training in Los Baños with some financial assistance from SEARCA.
- Dr. Paulita M. Mahilum, the Chairman of the Department of Home Science, has been providing vigorous leadership in the establishment of a Barrio Industries Laboratory. A recent survey undertaken by the Home Science staff to determine the site of the Barrio Industries Laboratory and establish benchmark information showed that Bo. Caridad



has the edge over others in terms of rural leadership interests, abundance of raw materials, and standing as a typical barrio in Leyte. Negotiations with the local government are now underway to establish the Barrio Industries Laboratory in Caridad.

- A weekly 30-minute radio program in Cebu was started through the initiative of Mr. Romulo Ramirez. This is a bold effort of ViSCA to reach the small Visayan farmers, although the College has yet to improve the preparation of its weekly radio broadcasts.
- ViSCA was selected by EDPITAF as the center for practical arts training in agriculture, fisheries and home making arts. About forty selected secondary school teachers from key institutions in the entire Visayas had undergone a 6-week training program on the campus. A similar training course is scheduled next summer.

#### 9. Experimental Rural High School

The College has distinguished itself with its strong high school supervised farming program during the past years. This strength of the secondary school program must be kept and improved upon, if possible.

The new program for the Experimental Rural High School is composed of two major parts: (a) Supervised or directed farming program with strong emphasis on the practical aspects of agricultural business management and (b) an Agricultural science high school curriculum.

About 44 bright students have qualified and enrolled in the agricultural science high school curriculum.

As part of the supervised farming program, semi-commercial poultry and piggery projects are to be established in the immediate future.

#### 10. Other Services to the Academic Community

ViSCA is quite isolated and far from urban centers. As such, it must be a self-sufficient and livable community if it has to attract and keep top caliber staff members. Efforts towards this direction include:

- The establishment of the ViSCA Foundation Elementary School for the children of the staff. The school is now operational up to Grade II. Meanwhile that this school is not yet offering Grade III - IV, a school bus service is made available for children of the staff who go to a nearby elementary school.



- The establishment of a College Canteen to serve meals and snacks to the growing community.
- Book Purchase Service is now a joint project of the Three-Cornered Club and the ViSCA Educational Foundation. This facilitates the acquisition of textbooks and references needed by the students and the staff.
- The expansion and improvement of the Medical-Dental Clinic is now being planned. It shall include a pharmacy so that the community can buy urgently needed medicines without going to Baybay or Ormoc.
- The establishment of student loan fund is also being studied by a Committee.
- Negotiations with the Bureau of Posts were made to have post office on campus. A corner of the administrative building has to be renovated to provide office space for this purpose.

#### 11. Linkages

The College has been striving to establish enduring linkages with other government agencies, international foundations and organizations, and the private sector. So far, it is faring well, as evidenced by its success in obtaining additional resources.

Closer linkages, with other agricultural schools in the Visayas toward the establishment of a regional system of agricultural education is now under study. This is being done to minimize duplication of efforts and programs and to maximize the use of limited staff and other resources in the region.

An excellent example of inter agency cooperation in the region is the recently proposed Regional Agricultural Research Congress to be jointly sponsored by PCAR and NEDA, but in which various agricultural government agencies and the private sector in the region are participants. ViSCA, in its modest way, is the catalyzer of this regional effort to study priority research problems in the region and evolve a coordinated research program in agriculture, forestry and fisheries.





# VISAYAS STATE COLLEGE OF AGRICULTURE

## Baybay, Leyte

### THE MANILA OFFICE: A REPORT OF ACTIVITIES FROM MAY 1, 1975 TO DATE

#### I. OBJECTIVE:

The Office of the Vice-President for Development and External Affairs shall primarily be responsible for the strengthening of linkages of the College with other government institutions and external agencies.

#### II. THE ORGANIZATIONAL SET-UP:

The Manila Office of the College has only three working staff, namely: an Administrative Assistant, a Clerk-typist/bookkeeper and a driver-messenger. In addition, an architect and a draftsman have been detailed with the Office.

To carry out the services for the College, the Office has one jeep.

The Office has now a modest business and briefing rooms, architectural room and sleeping quarters.

The Office has received the approval from COA for the part-time use of the EDPITAF's auditor to oversee the financial transactions. The set-up has facilitated the smooth and efficient conduct of business transactions.

#### III. ACTIVITIES:

Since the Office started last May 1, 1975, the main activities were: a) procurement of equipment from USAID, b) following-up financial matters in the Budget Commission, and c) securing authority for implementing administrative policies from the Office of the President. First, it had been a difficult process since the mechanisms for making effective follow-ups have to be established. With proper linkages now established the office has experienced ease in the means of getting and meeting the College's requirements from other government agencies.

The Office has also made strong linkages with the print media such as Times Journal, Daily Express and Depthnews.

With other agencies, strong ties have been established with PCAR, ACAP, UPLB, PBSP, Ford Foundation, ADC, RMAF, EDPITAF, NFAC, DAP, NEDA, USAID and NSDB/BOT "Balik Scientist Program". The linkages established are just starting to bear fruits such as from:



1. USAID and NEDA

The attached list shows the items obtained from the two agencies which have been found very useful under the present situation of the Malacañang ban on the acquisition of motor vehicles and other equipment.

2. ACAP/DAP/NFAC

The College will be one of the four pilot colleges in the present project entitled "Resource Development" funded by NFAC.

3. NSDB/BOT "Balik Scientist Program"

Through the program, ViSCA will be employing the following (from the US):

- a. Dr. Celedonio Gapasin (Ag. Educ.)
- b. Dr. Doly Gapasin (Crop Protection)
- c. Dr. Marianito Villanueva (Cropping System)
- d. Mrs. Phoebe Villanueva (MA English)

The Office has serviced some of the needs of the different departments of the College. Some of the supplies and materials and equipment have been canvassed and bought in Manila.

The Office has also assisted in the recruitment of faculty for some departments.

Some of the needs of the College scholars at UPLB have been met through the Office. A monthly get-together have been going on as a medium of monitoring the performance of the scholars as well as getting to know their needs and problems.

The Office has also assisted and arranged the visits of consultants, World Bank team and official visitors to the College.

Textbooks acquisition have been a service to the College. The textbooks are sent together with the shipment of USAID equipment, thus, are free of transportation expenses. The textbooks are sold to the students at a minimum marked-up price by the faculty/employee club.

IV. RECOMMENDATIONS:

1. The Office has been continuously servicing the requests from the College Faculty for the acquisition of supplies and materials, textbooks as well as some instructional aids. These requests entailed canvassing and purchasing which have been time consuming with the limited staff of the Office. It is strongly recommended that the



Page 3.-

Office be given an item for a Buyer at P5448 per annum plus P50 per month living allowance. The item will enable the Office to extend a more efficient service to the College.

2. Developmental information in agriculture comes in abundance in the libraries of the UPLB and IRRI. Many new agricultural research findings are released monthly. But the faculty and staff of isolated Colleges seldom have immediate access to these information. For ViSCA, this situation can be remedied by having a weekly news abstracts, clippings from the news dailies as well as duplication of these information which can be sent to the College Library for the use of the faculty, staff and studentry. The Office recommends that an item for an Information Editor at P7236 per annum (Item No. 235) be given.

The other duties of the Information Editor are to write development news from the College for press release as well as gathering information that might be urgently needed by the researchers in the College.



LIST OF ITEMS ACQUIRED FROM USAID AND/OR USAID-NEDA

<u>DESCRIPTION OF ITEMS</u>	<u>REFERENCE</u>	<u>DATE RECEIVED</u>
Adding machines, Friden AFY-10	PIO/C #492-261-0 40068	
Cargo truck 1½ Ton (Jeep Tornado)	Log. Control #107-1244-75	March 24, 1975
Typewriters, R. C. Allen	-do-	-do-
Automobile Sedan, Chevy Biscayne	Log. Control #107-1268-75	April 2, 1975
Wall Lockers	-do-	-do-
Tool Boxes	-do-	-do-
Westinghouse Ref. 17 cu. ft.	Log. Control #10-1252-75	April 3, 1975
Water Heater, 82 gal. capacity Westinghouse	-do-	-do-
Whirlpool Washing machine, wringer type	-do-	-do-
Machine, calculator, electric, Remington	-do-	-do-
ROM Copier 88	-do-	-do-
Safe, cabinet with combination lock steel, 4 drawers	-do-	-do-
Chair, occasional, rattan with cushion	-do-	-do-
Chest of drawers, rattan and wood	-do-	-do-
Lantern, Kerosene, pressure	-do-	-do-
Costumer, steel, gray	-do-	-do-
Desk, Exec., steel, double pedestal Sr. type	-do-	-do-
Filing cabinet, steel, 4 drawers	-do-	-do-
Desk fan, elec. 110 volts	-do-	-do-
Chair, Exec. metal padded black	-do-	-do-
Lamp, table cork	-do-	-do-
Chairs, straight back, steel without arms	-do-	-do-
Chairs, straight back, steel w/arms	-do-	-do-
Lamp, table, ceramic	-do-	-do-
Lamp, floor, rattan & wood	Log. Control #10-1253-75	April 3, 1975
Lamp, table, country style	-do-	-do-
Fuel Tank ACFT APP F100	Log. Control #107-1436-75	May 21, 1975
Fuel Tank ACFT APP F100	Log. Control #107-1388-75	May 12, 1975



Fuel Tank ACFT APP F100	Log. Control #L07-1388-75	May 12, 1975
Desk typist, metal	Log. Control #L07-1515-75	June 2, 1975
Desk typist, metal	-do-	-do-
Desk typist, metal	-do-	-do-
Desk typist, metal	-do-	-do-
Filing cabinet, 4 drawers, metal	-do-	-do-
Chairs straight, without arm	-do-	-do-
Centrifugal Water pump, HP-3, V-440 Cy.-60, PH-3, Pump: Size-2, HP2.28 In.-3½, outlet-2¼, GPM-1005	Log. Control #L07-1537-75	June 3, 1975
Centrifugal water pump, Motor; HP-0.625, V-440, Cy.-60, PH-3, Pump: Size-1, HP-5/8, In.-2, Out-1½, GPM-5	-do-	-do-
Mattresses (rubber foam and spring type)	Log. Control #L07-1588-75	June 17, 1975
Mattresses (rubber foam and spring type)	Log. Control #L07-1650-75	June 24, 1975
ISUZU truck 6 x 6 2½ tons w/o winch	Log. Control #L07-1620-75	June 19, 1975
Truck 1/4 ton (Jeep)	-do-	-do-
Truck 1/4 ton (Jeep)	Log. Control #L07-1670-75	June 25, 1975
Truck 3/4 ton, Weapon Carrier (NISSAN)	Log. Control #L07-1670-75	June 25, 1975
Truck 2½ ton ISUZU 6 x 6 w/winch	-do-	-do-
Mattresses (rubber foam and spring type)	Log. Control #L07-0071-76	July 24, 1975
Gas Ranges (New)	Log. Control #L07-0154-76	August 12, 1975
Screen	Log. Control #L07-	August 8, 1975
Window Louvers aluminum	-do-	-do-
Bed Spring	Log. Control #L0-7-0154-76	-do-
Desk Office	-do-	-do-



Truck 1/4 ton (Jeep)	Log. Control #107-0037-75	July 17, 1975
Truck 1 ton, DODGE	-do-	-do-
Desk Office, metal	Log. Control #107-0196-76	August 25, 1975
Airconditioner, Whirlpool	-do-	-do-
Airconditioner, Fedders, 220 Volts	Log. Control #107-0218-76	August 27, 1975
BUS IH 45-Pass., USMC-259555	Log. Control #107-0193-76	August 21, 1975
Chairs (easy)	Log. Control #107-0273-76	Sept. 12, 1975
Truck Cargo, pick-up, Dodge	Log. Control #107-0277-76	Sept. 16, 1975
Lumber (1 x 12, 1 x 6, 2 x 4)	-do-	-do-
Student Chairs	Log. Control #107-0296-76	Sept. 24, 1975
Table, Wood	-do-	-do-
Motor electric, 10 HP, 240-480V 60 Cyl., 3-phase	-do-	-do-
Motor electric, 30 HP, 240-480V 60 Cyl. 3-phase	-do-	-do-
Pack water fire extinguisher	-do-	-do-
Motor generator (electric) cyl. 220/440	-do-	-do-
Mattresses (rubber foam)	-do-	-do-
Inter-office telephone	-do-	-do-
Generator Set 5 KW Diesel	Log. Control #108-1726-75	Sept. 5, 1975
Bulldozer	Log. Control	
1 3/4 Ton Trailer with water tank		October 6, 1975
Air Compressor		-do-

LIST OF ITEMS FROM THE PHILIPPINE COUNCIL FOR AGRICULTURAL RESEARCH (PCAR)

- 6 Spring Metal Beds
- 1 Refrigerator (Frigidaire)
- 1 Airconditioner (Friedrich)
- 1 Truck 1/4 Ton (Jeep)



APPENDIX "C"

ADDITIONAL APPOINTMENTS OF PERSONNEL FOR JULY, AUGUST & SEPTEMBER, 1975

All Interim appointments subject to approval by the Board:

CROP PROTECTION DEPARTMENT:

Prof. Nelson M. Esguerra  
BSA '64, U.P., Los Baños, Laguna  
MS '67, University of Hawaii  
Major: Entomology

Assistant Prof. IV  
at ₱15,540.00 (Item 27)  
Effective: Aug. 6, 1975

ARTS & LETTERS DEPARTMENT:

Prof. Tomas M. Maye  
A.B. '67, Divine Word University  
Experience: 11 years

Assistant Prof. I  
at ₱11,760.00 (Item 232  
(₱10,164) plus ₱1,596  
from savings of Item  
212)  
Effective: Upon Assumption  
to Duty

OFFICE OF BUSINESS & ADM. SERVICES:

Mr. Wilfredo C. Valenzona  
BSE '54, Silliman University  
LL.B. '58, Univ. of the Visayas  
Experience: 13 years

Administrative Officer I  
at ₱10,752.00 (Item 270)  
Effective: July 1, 1975

Appointment as Authorized by Board Resolution No. 6, Series of 1974:

OFFICE OF THE PRESIDENT:

Miss Linda D. Rustia  
BSC '73, Univ. of San Carlos  
Major: Accounting

Clerk I  
at ₱4,824.00 (Item 247)  
Effective: Sept. 16, 1975

PHYSICAL PLANT OFFICE:

Mr. Mamerto M. Avila  
BS ARCH. '67, Cebu Institute of  
Technology

Draftsman I  
at ₱6,468.00 (Item 311)  
Effective: Sept. 1, 1975

Mr. Cesar B. Nuñez  
3rd Year College  
VAC, Baybay, Leyte

Driver  
at ₱5,448.00 (Item 336)  
Effective: Aug. 16, 1975



OFFICE OF BUSINESS & ADM. SERVICES:

Mr. David M. Ancheta  
2nd Year College  
VAC, Baybay, Leyte

Clerk I  
at ₱4,824.00 (Item 236)  
Effective: Sept. 16, 1975

OFFICE OF THE DIRECTOR OF STUDENT AFFAIRS:

Mrs. Carmencita S. Reyes  
BSAg.ED. '69, Central Mindanao Univ.  
9 Units in Guidance & Counselling  
at Xavier's University

Asst. Guidance Counselor II  
at ₱6,768.00 (Item 261)  
Effective: Sept. 1, 1975

AGRICULTURAL ECONOMICS DEPARTMENT:

Miss Leonila T. Salundaguit  
BSAg.ED. '75, ViSCA, Baybay, Leyte  
Major: Animal Husbandry

Research Assistant I  
at ₱5,640.00 (Item 59)  
Effective: Aug. 16, 1975

HO. INDUSTRIES & HOME ECONOMICS EXTENSION:

Miss Elena E. Cabilar  
BSAH '70, VAC, Baybay, Leyte  
Major: Clothing & Textiles  
Experience: 5 years

Instructor I  
at ₱8,160.00 (Item 224)  
Effective: Sept. 22, 1975

Miss Leah Z. Rebadulla  
BSHE '75, Univ. of Eastern Phil.  
Cataraman, N. Samar

Assistant Instructor I  
at ₱5,640.00 (Item 225)  
Effective: Sept. 8, 1975

MANILA BRANCH OFFICE:

Mr. Faustino O. Baet, Jr.  
BS ARCH. '74, Univ. of Santo Tomas

Draftsman I  
at ₱6,468.00 (Item 312)  
Effective: Sept. 1, 1975

DEPARTMENT OF AGRONOMY AND SOILS:

Miss Rosalinda S. Aquino  
BSA cum laude '72, CLSU  
Major: Soil Science  
Finished all courses for MS in Soil  
Sci. with no grade lower than 1.75  
and gathering of experimental data  
at UPLB, major in Soil Chemistry,  
Res. Asst. at IRRI until Oct. 16, '75

Instructor III  
at ₱11,040.00 (Item 188)  
Effective: Oct. 16, 1975



VISAYAS STATE COLLEGE OF AGRICULTURE  
Baybay, Leyte 7127

PHYSICAL PLANT OFFICE

PPO

October 4, 1975

DR. F. A. BERNARDO  
 President  
 ViSCA, Baybay, Leyte

Mr. President:

It is gratifying to note the success of the Administration's efforts in acquiring the financial support from the Philippine Government for various physical plant development program of this College. Even the necessary pieces of equipment for the site utilities development have been coming in faster than expected. Now, what we need are the right persons and efficient management to effect the total implementation of all our development program.

In this connection, this Office agrees with the idea of creating the following positions now:

<u>Item</u>	<u>Position</u>	<u>Range</u>	<u>Salary (p.a.)</u>
New	Civil Engineer	8	₱11,376.00
New	Draftsman I	5	6,468.00
New	Heavy Equipment Oper.	5	5,448.00
New	Heavy Equipment Oper.	5	5,448.00
New	Diesel Mechanic III	5	7,236.00

This year, ViSCA has started with its massive programs of building and road constructions so a civil engineer is necessary to assist the architects on structural computations and assist the superintendent in the inspections of buildings under construction.

Drafting work keeps on mounting as the various departments file job requests for construction work; hence, the necessity of adding one more draftsman.

At present, the College has acquired, among other vehicles and equipment, a bulldozer, grader, and a loader; so, heavy equipment operators are needed also.

The above-mentioned heavy equipment, not to mention five trucks, are all diesel-fed; therefore, a diesel mechanic is needed, for obvious reasons.

Very truly yours,

(Sgd.) ANDRES F. DUATIN  
 Superintendent, PPO



## DEPARTMENT OF PLANT BREEDING AND AGRICULTURAL BOTANY

## I. Modifications:

Ag Bot 11 GENERAL BOTANY - Comparative morphology and physiology of plants; distribution, taxonomy and systematics.

To read: Ag Bot 11 - GENERAL BOTANY - Morphology and physiology of angiosperm root, stem and leaf, and representatives of the division in the plant kingdom; distribution; systematics; reproduction.

Ag Bot 21 PRINCIPLES OF GENETICS - Combination, segregation, recombination, variation and specialization of genetic characters; introduction to molecular genetics.

To read: Ag Bot 21 - PRINCIPLES OF GENETICS - Laws of heredity and variation: transmission, distribution, arrangement, structure and function of genetic materials.

Ag Bot 33 PLANT MORPHOLOGY AND ANATOMY - Structure of plant tissues and organs and how they are interrelated in the plants.

To read: Ag Bot 33 - PLANT MORPHOLOGY AND ANATOMY - Structure of plant tissues and organs; embryogeny, ontogeny and differentiation.

Ag Bot 34 PLANT ECOLOGY - Climatic and biotic factors influencing plants in relation to their physical environment.

To read: Ag Bot 34 - PLANT ECOLOGY - Climatic and biotic factors influencing plants; adaptation, evolution and distribution of plants.  
Prerequisite: Ag Bot 34

Ag Bot 36 PLANT NUTRITION - Absorption of nutrients by roots; movement of solutes in plants; ionic metabolism.

To read: Ag Bot 36 - INORGANIC NUTRITION OF PLANTS- Uptake, transport, metabolism, deficiency and toxicity of mineral elements as plant foods; growing plants in soil-less media.

Ag Bot 37 PLANT GROWTH AND DEVELOPMENT - Photosynthetic activity as influenced by environmental factors; hormones and growth factors; vernalization and dormancy.

To read: Ag Bot 37 - PLANT GROWTH AND DEVELOPMENT - Nature, processes and control of growth and development in plants.

Ag Bot 38 PLANT PHYSIOLOGY - Cellular processes in plants as influenced by macro and micro environmental factors.

To read: Ag Bot 38 - PLANT PHYSIOLOGY - Plant functions and processes: uptake, translocation and metabolism.



Ag Bot 44 PLANT MICROTECHNIQUE AND TISSUE CULTURE - Laboratory techniques in tissue culture.

To read: Ag Bot 44 - PLANT MICROTECHNIQUE AND TISSUE CULTURE - Laboratory techniques in preparing plant materials for anatomical and cytological studies and in tissue culture.

II, Institution of courses:

Ag Bot 45 PLANT TAXONOMY - Principles, techniques and problems of plant classification.

Prerequisite: Ag Bot 33

7 hours a week (1 lec., 6 lab.)

Ag Bot 48 PLANT-WATER RELATIONS - Physiology of water uptake and dissipation; solute-water interaction; water stress and drought resistance of plants.

Prerequisite: Ag Bot 34

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

III, Course to be deleted:

Ag Bot 41 PHYSIOLOGY OF ION METABOLISM - Absorption, translocation and metabolism in plants.



Visayas State College of Agriculture  
DEPARTMENT OF ANIMAL SCIENCE AND VETERINARY MEDICINE

SUBJECT: REVISION, ABOLITION AND INSTITUTION OF COURSES

REVISION:

An. Sci. 21 PRINCIPLES OF LIVESTOCK PRODUCTION - Breeding, feeding and nutrition, care and management and production of livestock especially of cattle and swine.

To read:

An. Sci. 21 PRINCIPLES OF ANIMAL SCIENCE I - Fundamentals of anatomy and physiology, genetics, reproduction, endocrinology, lactation, digestion, nutrition and animal health.

Prerequisite: Zool 11  
5 hrs/week (2 lec., 3 lab.)  
Credit: 3 Units

An. Sci. 22 PRINCIPLES OF POULTRY PRODUCTION - Management practices in small-scale poultry production.

To read:

An. Sci. 22 PRINCIPLES OF ANIMAL SCIENCE II - Importance and problems of poultry and livestock production; breeds; selection; housing; cultural and management practices; nutrition and marketing.

Prerequisite: An. Sci. 21  
5 hrs/week (2 lec., 3 lab.)  
Credit: 3 Units

An. Sci. 41 BEEF PRODUCTION

To read:

An. Sci. 41 BEEF AND CARABEEF PRODUCTION - Feeding and Management of beef and carabeef on the range and in feedlots; economics of production.

Prerequisite: An. Sci. 22  
5 hrs/week (2 lec., 3 lab.)  
Credit: 3 Units

An. Sci. 42 ANIMAL NUTRITION - Functions and metabolism of various nutrients, nutritive value requirements for maintenance, growth, reproduction, lactation and other bodily functions of farm animals.

Prerequisites: An. Sci. 33 and Chemistry 21  
(Biochemistry)  
5 hrs/233k (2 lec., 3 lab.)  
Credit: 3 Units



An. Sci. 46 PROCESSING OF MEAT AND POULTRY PRODUCTS - Slaughtering, carcass fabrication, processing and preservation of meat and poultry products.

To read:

An. Sci. 46 PROCESSING OF LIVESTOCK AND POULTRY PRODUCTS AND BY-PRODUCTS - Slaughtering, carcass fabrication, processing and preservation of meat, milk, poultry and by-products.

Prerequisites: An. Sci. 34 and Micro 21  
5 hrs/week (2 lec., 3 lab.)  
Credit: 3 Units

ABOLITION:

An. Sci. 48 MILK AND MILK PRODUCTS - Handling, processing and marketing of milk and milk products.

Prerequisite: Micro 21  
5 hrs/week (2 lec., 3 lab.)  
Credit: 3 Units



The Visayas State College of Agriculture at Baybay, Leyte offers scholarships to students who fulfill the requirements stated below and come up to the standards set by the College.

A. Kinds of Scholarships

1. Entrance Scholarship - This scholarship entitles the recipient to ₱3,200.00 a year subject to the following conditions:

(a) Students eligible for the scholarship should either be Honor students or Poor but deserving students:

(1) If the applicant claims to be an Honor student:

(a) He must belong to the upper 10% of the graduating class of not less than 30 students in each curriculum.

(b) He must have made 80% or better in the NCEE Test.

(c) He must pass the ViSCA entrance test.

(2) If the applicant claims to be Poor but Deserving:

(a) He must belong to the upper 25% of the graduating class of each curriculum.

(b) He must have made 70% or better in the NCEE Test.

(c) He must belong to a family whose annual gross family income is ₱5,000.00 or less.

(d) He must pass the ViSCA entrance test.

2. Honor Scholarship - This is applicable to Valedictorians and Salutatorians of graduating classes composed of not less than 30 students in each curriculum who pass the entrance test but can not qualify under section 1a.

Recipients of this scholarship are entitled to free or half tuition fee; Valedictorians - full, Salutatorians - one-half only.

3. College Scholarship - This scholarship is given to students already enrolled in ViSCA provided they comply with the following conditions:

a. He must have a full load

b. He must have no failing grade in any subject

c. He must get a grade point average of 2.0 or better

B. These scholarships shall be granted in the following fields only:

- |                           |                               |
|---------------------------|-------------------------------|
| 1. B.S. in Agriculture    | 3. B.S. in Ag. Dev. Education |
| 2. B.S. in Home Economics | 4. B.S. in Ag. Engineering    |
| 5. B.S. in Forestry       |                               |



## SCHOLARSHIP FOR UPPERCLASSMEN

### Rationale:

At present, ViSCA has two sets of scholarship rules being followed - the new for freshmen only and the old for the upperclassmen.

Under the new scholarship rules approved by the Board of Trustees, freshmen who are admitted as scholars and can maintain a grade point average of 2.0 or better are entitled to a grant of P3,200.00 annually in the form of stipend and allowances. On the other hand students belonging to the upper years are still subject to the old scholarship rules which entitle them to free tuition only provided they get a grade point average of 1.75 or better.

The different grade point requirements and financial grants prescribed for the freshmen and upperclassmen seems unfair, hence the following suggestions:

### Proposal:

For the sake of uniformity in the rules that should govern all ViSCA scholars and in fairness to the upperclassmen, the grade point requirements and the financial grants should be the same for all scholars. In this case all scholars should receive P3,200.00 for their stipend and allowances provided they get a grade point average of 2.0 or better and comply with the other conditions cited in the scholarship rules approved earlier by the Board of Trustees to enable them to maintain their scholarship.



GUIDELINES IN THE CLASSIFICATION OF  
COLLEGE STUDENT ORGANIZATIONS

## Categories:

1. Compulsory Organizations - Under this category are the FFP and FAHP. Membership in these organizations is compulsory for those taking agricultural education or home economics only who are preparing to be teachers in agricultural schools.
2. Departmental or Class Organizations - These organizations are primarily devoted to the promotion of excellence in their respective areas or fields like Agronomy Club, Animal Science Club, Freshman Class Organization, etc.
3. Sports, hobby or interest organizations - These may be regional or social clubs which aim to socialize the individual interested in the same sports or hobbies like Philatelic Clubs, Dramatic Club, G-Cleffers, etc.
4. Religious Organizations - Under this category are those organizations formed by different religious groups on the campus catering to the spiritual uplift of the students.



VISAYAS STATE COLLEGE OF AGRICULTURE  
Baybay, Leyte  
OFFICE OF STUDENT AFFAIRS

GUIDELINES ON RECOGNITION OF STUDENT ORGANIZATION

A. Recognition Procedure

1. In order to be recognized a student organization must submit two copies of the following:
  - a. A letter requesting that the organization be recognized.
  - b. A letter from at least one (1) faculty adviser expressing their willingness to serve as such who will be held accountable together with the officers for any violation of the rules and regulations of the College.
  - c. A roster of the incumbent officers and members with their home and local addresses, year and section.
  - d. A ratified constitution and by-laws of the organization.
  - e. A detailed program of activities for the year.
2. Permission to operate shall be on yearly basis, subject to revocation as provided for in No. 3.
3. The President or his duly authorized representative may suspend an organization if:
  - a. The organization violates any of the rules and regulations pertaining to the conduct and behavior of students.
  - b. The officers of the organization cannot control their members.
  - c. The organization has been apparantly inactive.
4. Membership in student organizations should be on voluntary basis except when such an organization is a part of the curriculum like the FFP and FAHP where membership is compulsory for those taking agricultural education and preparing to be teachers only.



B. Activities

1. The organization should start or resume activities only after they have been officially recognized by the OSA.
2. Procedure in connection with Student Organization Activities:
  - a. Secure activity permit from the OSA two days before the activity if it is not a major affair.
  - b. Submit a report duly signed by the adviser to the OSA two days after the activity.
3. Student organizations should strive to provide a balanced program of activities for the students and the College as a whole. In this connection, their activities should include educational, social, cultural, spiritual, physical and aesthetic aspects of the student's life.
4. Permits may be denied or withdrawn whenever the circumstances so warrant.

STUDENT ORGANIZATION DIVISION



VISAYAS STATE COLLEGE OF AGRICULTURE  
Baybay, Leyte  
OFFICE OF STUDENT AFFAIRS

PERMIT TO OPERATE

\_\_\_\_\_, 197\_\_

THIS IS TO CERTIFY that \_\_\_\_\_

belonging to Category \_\_\_\_\_, having complied with all the requirements for recognition is hereby granted this certificate which entitles the said organization to pursue its objectives and utilize facilities assigned to it by ViSCA in conducting its affairs.

This certificate expires on \_\_\_\_\_, 197\_\_

ATTESTED:

\_\_\_\_\_  
Officer-In-Charge  
Student Organization Division

\_\_\_\_\_  
Director of Student Affairs



VISAYAS STATE COLLEGE OF AGRICULTURE  
Baybay, Leyte  
OFFICE OF STUDENT AFFAIRS

ACTIVITY PERMIT

\_\_\_\_\_  
Date Accomplished

Name of Activity \_\_\_\_\_

Purpose: \_\_\_\_\_

Date/Day \_\_\_\_\_

Time: \_\_\_\_\_ to \_\_\_\_\_

Place: \_\_\_\_\_

Report Due \_\_\_\_\_

Requested by:

\_\_\_\_\_  
Name of Organization

\_\_\_\_\_  
Representative

\_\_\_\_\_  
Position in the Organization

NOTED:

\_\_\_\_\_  
Faculty Adviser

\_\_\_\_\_  
Date

RECOMMENDING APPROVAL:

\_\_\_\_\_  
Officer-In-Charge  
Student Organization Division

APPROVED:

\_\_\_\_\_  
Director

\_\_\_\_\_  
Date



VISAYAS STATE COLLEGE OF AGRICULTURE  
Baybay, Leyte

SEMESTRAL REPORT ON STUDENT ORGANIZATION

semester 19\_\_\_\_ - 19\_\_\_\_

(To be submitted in duplicate within 5 days after end of classes)

Name of Organization \_\_\_\_\_  
Report submitted \_\_\_\_\_ Date recognized \_\_\_\_\_  
No. of old members \_\_\_\_\_ No. of new members \_\_\_\_\_ Total \_\_\_\_\_

MEETINGS

No. of regular meetings \_\_\_\_\_; Special meetings \_\_\_\_\_  
Emergency meetings \_\_\_\_\_

PROJECTS/ACTIVITIES Undertaken (Civic action, academic, charity, etc.)

Date	Nature/Description	Type of Involvement	
		Initiator	Participant

INVOLVEMENT WITH OSA

	Always	Ocas- sionally	Never
Attendance to OSA meetings			
Student Orientation			
Other affairs			

FINANCIAL STATEMENT

1. Income

a. Amount of funds at start of semester ₱ \_\_\_\_\_  
b. Membership fees (No. of members \_\_\_\_\_) \_\_\_\_\_  
c. Income from fund raising activities \_\_\_\_\_  
TOTAL \_\_\_\_\_

2. Expenses

a. Supplies ₱ \_\_\_\_\_  
b. Induction & organization expenses \_\_\_\_\_  
c. Travel, etc. \_\_\_\_\_  
TOTAL \_\_\_\_\_

3. NET WORTH at end of semester ₱ \_\_\_\_\_

INITIATED:

VERIFIED:

CERTIFIED CORRECT:

WHEREABOUTS OF FUNDS

1. Deposited with \_\_\_\_\_ a. Rural Bank  
or in the hand \_\_\_\_\_ b. Cashier  
of \_\_\_\_\_ c. Treasurer  
d. Adviser

\_\_\_\_\_  
Officer-In-Charge  
Student Organization Division



CODE OF DISCIPLINE FOR ALL STUDENTS OF ViSCA

In order that the students of the Visayas State College of Agriculture will be aware of the norms of conduct and the standards of behavior expected of them as members of the student body and as good citizens under the New Society, the following Code of Discipline is hereby formulated to promote the general welfare of the school populace and to pave the way for smooth official and interpersonal relationships.

Part I - Rules of Conduct

Article I - Scope and Limitations

Section 1 - The provisions of this Code shall apply to all students enrolled at ViSCA and living on or off-campus.

Section 2 - The term STUDENT used in this Code means any person officially enrolled at ViSCA.

Section 3 - The term STAFF MEMBER refers to any person employed by ViSCA.

Article II - The Student and the School

Section 1 - Every student is under moral obligation to uphold the good name of the school by practicing personal discipline - including such traits as honesty, patience, fortitude, emotional stability, self-control, positive attitudes and values.

Section 2 - Every student should abide by the rules and regulations of the school.

Section 3 - Every student should strive to know the history and philosophy of the school, and to sing the school song.

Section 4 - Every student is expected to help keep the school campus and buildings clean. It is part of the student's responsibility to safeguard all school property, refrain from acts of vandalism and report any condition that may endanger life or destroy property.

Article III - The Student and the Staff Member

Section 1 - Every student is expected to give due respect to staff members.



Section 2 - Every student is encouraged to seek counsel if necessary from his teachers to help him solve his problems.

#### Article IV - The Student and His Schoolmates

Section 1 - Every student is expected to demonstrate friendliness and camaraderie as well as respect towards his fellow students. He should also respect others' property and should obtain permission for its use from the rightful owner.

Section 2 - Seniors and Juniors should act as models in conduct and deportment to lower-class men, who in turn are expected to give due respect and courtesy to their elders.

Section 3 - Students should settle differences and misunderstandings with one another by peaceful means.

#### Article V - The Student, His Studies, and Co-Curricular Activities

Section 1 - Every student is enjoined to practice efficient utilization of time and facilities in the school.

Section 2 - Punctuality and regularity should be observed by every student in reporting to classes, work activities and school functions.

Section 3 - Cheating in any form is not tolerated. Some examples of this are cheating in classes, taking advantage of others' work or allowing others to take advantage of one's work.

Section 4 - Every student should practice desirable study habits and promptness in submitting reports and other requirements.

Section 5 - Students officially representing ViSCA in off-campus activities such as athletics, literary-musical contests, and educational trips should comply with pertinent school rules and regulations.

Section 6 - Any student who desires to participate in any strenuous activity should obtain a medical certificate from the school physician. In cases where participation involves risk, he must present a written permission from his parents or guardian.

Section 7 - Students who plan to form an organization should follow the guidelines prepared by the Office of Student Affairs.



Section 8 - A student should program his co-curricular activities such that they would not conflict with his class or work schedule.

Section 9 - The spirit of sportsmanship should be the norm of conduct and behavior of a student participating in any competitive activity on or off-campus.

#### Article VI - The Student and His Domestic Affairs

Section 1 - Every student should observe orderliness, cleanliness and sanitation in and around his living quarters. He should cooperate with his housemates and observe the rules and regulations of his residence. Students who are staying outside the school campus are not exempted from this provision.

Section 2 - Every student should feel responsible for his cottage or dormitory and all college equipment, appliances and facilities therein. It is also part of his responsibility to help improve and maintain his living quarters, and protect it from fire and other hazards.

Section 3 - Every student is prohibited to construct any building, modify the structure and size of a building, connect or disconnect water or electrical installation, raise animals on the campus, or cook in undesignated areas without permission from proper authority.

Section 4 - Every student is required to use toilets and bathrooms in the most sanitary way. Owners of student cottages without toilets and bathrooms must build their own.

Section 5 - Unmarried students of opposite sex must not live together in the same house, except in approved lodging houses and with written permission from the parents and the Director of Student Affairs.

Section 6 - Indulging in any form of vice like gambling, drinking, or committing immorality is strictly prohibited. Smoking inside classrooms, laboratories, shops, libraries or any place in the College is also prohibited except in designated areas.

Section 7 - Any student or group of students planning to hold a party or any social or educational activity must obtain a written permission from the Office of the Director of Student Affairs.



## Part II - Disciplinary Action

### Article VII - Offenses and their Penalties

#### Section 1 - Offenses punishable by a maximum of expulsion from VISCA.

- a. Assaulting a teacher or any member of the faculty and employees or any other person.
- b. Any act of subversion and affiliation with or participation in subversive movements.
- c. Participating in national and institutional strikes, rallies and demonstrations.
- d. Gross immorality or flagrant indecency.
- e. Preventing other students and members of the staff from discharging their duties, threatening and coercing or intimidating any student to attend any activity or to be absent from his classes.
- f. Injuring on purpose another person with a knife or any bladed weapon or any lethal instrument or object.
- g. Arson.
- h. Conniving with bad elements in deliberately attempting to sabotage, steal or place the school in danger or in great embarrassment.
- i. Forgery, alteration or falsification of College documents or records.
- j. Acting as accomplice in any form of crime against person and/or property.
- k. Stealing test questions and/or disseminating the contents to other students.
- l. Possessing, using, distributing or peddling narcotics or dangerous drugs.
- m. Taking the examination in place of another student.

#### Section 2 - Offenses punishable by a maximum of one year suspension.

- a. Drunkenness.



- b. Deliberate disruption or disturbance of school affairs.
- c. Physically attacking another student without the use of a weapon.
- d. Vandalism such as tearing or defacing any library book, magazine, or periodical.
- e. Cheating during examination.

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

- a. Coming to school with the smell of liquor.
- b. Fighting or resorting to physical violence to settle disputes.
- c. Acts of indecency done in public places or within the College reservation.
- d. Illegal gambling within the College reservation.
- e. Publishing or circularizing derogatory statement about the College, its staff members or fellow students.
- f. Carving, staining, writing or drawing on the walls, chairs, tables, etc.
- g. Stealing farm products.
- h. Bribery.

Section 4 - Offenses punishable by a maximum of one month suspension.

- a. Unauthorized removal of official notices and posters; erasing, destroying, mutilating and/or altering with mischief any posted notice or any form of official announcement.
- b. Smoking in the classroom, library, social halls, hallways or any place in the College, except in designated areas.
- c. Using animals of others without proper permission.
- d. Maltreating work animals and other livestock.
- e. Shooting, slinging or killing birds and fishing in the College reservation without permission from proper authority.
- f. Defecating on the beach or any place other than toilets.



- g. Intentionally overstaying in the dormitories or quarters of the opposite sex without permission from the dormitory master or matron.

Section 5 - Offenses punishable by a maximum of two-week suspension.

- a. Destroying economic or ornamental plants of the school without permission from proper authority.
- b. Cooking in unauthorized places.
- c. Using another's property and belongings without proper permission from the rightful owner.
- d. Using another's ID or Library Card.

Section 6 - Offenses punishable by a maximum of one-week suspension.

- a. Sporting hair that covers the ears and extends longer than one inch above the collar line. (male students only) \*
- b. Picking fruits, flowers and other products on the campus site without permission from proper authority.
- c. Violating the beach and campus curfew hours unless time is officially extended.
- d. Entering students' quarters and dormitories without permission.
- e. Misconduct inside classrooms as shouting, whistling, raucous and unrestrained laughter and loud talking during class hours.

Section 7 - Miscellaneous misdemeanors punishable by a fine of P2.00.

- a. Non-wearing of ID cards within the campus.
- b. Trespassing lawns, gardens and yards.
- c. Littering, such as dropping candy wrappers, peelings, pieces of paper, etc.
- d. Spitting on floors and walls or buildings.

Section 8 - Any student repeating the same offense shall be dealt with more severely.

\* 3rd PC Zone Order.





# VISAYAS STATE COLLEGE OF AGRICULTURE

Baybay, Leyte

## APPENDIX "I"

### BUDGET PROPOSAL

#### Recapitulation

#### SOURCE OF FUNDS:

Transfer from Salary Savings	P 30,000
FY 1975 Reserve Released	<u>195,000</u>
TOTAL FUNDS AVAILABLE FOR DISTRIBUTION	<u><u>P225,000</u></u>

#### PROPOSED DISTRIBUTION:

	<u>PROJECT 01</u>	<u>PROJECT 02</u>	<u>PROJECT 03</u>	<u>T O T A L</u>
Casual Labor	P 18,000	P 1,000	P 28,000	P 47,000
Student Labor	8,000	-	-	8,000
Travel Expense *	15,000	5,000	10,000	30,000
Communication Services	2,000	-	-	2,000
Repairs & Maintenance	2,000	-	10,000	12,000
Transportation Services	15,000	-	-	15,000
Other Services	-	-	15,000	15,000
Supplies & Materials	<u>36,000</u>	<u>-</u>	<u>60,000</u>	<u>96,000</u>
T O T A L	<u><u>P 96,000</u></u>	<u><u>P 6,000</u></u>	<u><u>P123,000</u></u>	<u><u>P225,000</u></u>

\* Transfer from Salary Savings.



# BUDGET PROPOSAL

## PROJECT 01 - AGRICULTURAL EDUCATION

<u>Expense Account</u>	<u>Allotment 1st Qtr.</u>	<u>Total Obligations 9/15/75</u>	<u>Balance (Deficit)</u>	<u>Proposed Distribution</u>	
				<u>P30,000 Salary Savings</u>	<u>P195,000 Reserve</u>
Personal Services -					
Permanent Positions	P435,582	P268,771.12	P166,810.88		
Casual Labor	2,500	11,860.09	( 9,360.09)		P 18,000
Substitute	2,500	574.00	1,926.00		
Honoraria	5,000	725.00	4,275.00		
Student Labor	5,000	11,264.60	( 6,264.60)		8,000
G S I S	41,352	28,429.15	12,922.85		
Medicare	2,059	1,402.50	656.50		
State Insurance Fund	4,148	-	4,148.00		
Term Insurance	109	-	109.00		
Travel Expenses	12,500	22,435.85	( 9,935.85)	15,000	
Communication Services	1,250	2,644.61	( 1,394.61)		2,000
Repairs and Maintenance	32,500	31,865.98	634.02		2,000
Transportation Services	5,000	14,983.14	( 9,983.14)		15,000
Other Services	132,500	56,220.28	76,279.72		
Supplies and Materials	62,500	91,167.51	( 28,667.51)		36,000
T O T A L	P744,500	P542,343.83	P202,156.17	P15,000	P 81,000



BUDGET PROPOSAL  
 Baybay, Leyte

PROJECT 02 - RESEARCH AND EXTENSION

Expense Account	Allotment 1st Qtr.	Total Obligations 9/15/75	Balance (Deficit)	Proposed Distribution
Personal Services -				
Permanent Positions	₱142,713	₱ 19,192.64	₱123,520.36	
Casual Labor	5,000	5,548.75	( 548.75)	
Honoraria	5,000	-	5,000.00	
Student Labor	2,500	1,387.50	1,112.50	
G S I S	13,558	1,594.60	11,963.40	
Medicare	630	72.00	558.00	
State Insurance Fund	1,175	-	1,175.00	
Term Insurance	424	-	424.00	
Travel Expenses	10,000	12,595.70	( 2,595.70)	
Communication Services	1,000	388.31	611.69	
Repairs and Maintenance	20,000	3,782.69	16,217.31	
Transportation Services	2,500	228.75	2,271.25	
Other Services	8,000	2,550.00	5,450.00	
Supplies and Materials	37,500	5,295.00	32,205.00	
T O T A L	₱250,000	₱ 52,635.94	₱197,364.06	
				₱ 5,000
				₱ 1,000



PROJECT 03 - GENERAL ADMINISTRATION

BUDGET PROPOSAL		Proposed Distribution	
		P30,000	P195,000
		Salary	Reserve
		Savings	
Expense Account	Alloiment 1st Qtr.	Total Obligations 9/15/75	Balance (Deficit)
Personal Services -			
Permanent Positions	P180,858	P 81,316.67	P 99,541.33
Casual Labor	12,500	30,075.84	( 17,575.85)
Student Labor	6,250	3,971.62	2,278.38
G S I S	16,455	6,052.95	10,402.05
Medicare	1,148	450.00	698.00
State Insurance Fund	1,780	-	1,780.00
Term Insurance	715	96.00	619.00
Terminal Leave Pay	1,177	1,177.21	( 0.21)
Travel Expenses	8,000	14,939.40	( 6,939.40)
Communication Services	1,500	999.97	500.03
Repairs and Maintenance	20,000	22,604.60	( 2,604.60)
Transportation Services	5,000	4,085.48	914.52
Other Services	17,500	29,031.92	( 11,531.92)
Supplies and Materials	50,000	90,637.33	( 40,637.33)
Rental	3,000	-	3,000.00
T O T A L	P325,883	P285,438.99	P 40,444.01
			P10,000
			P113,000



APPENDIX "J"

VISAYAS STATE COLLEGE OF AGRICULTURE  
Baybay, Leyte

October 3, 1975

Dr. F. A. Bernardo  
President  
ViSCA, Baybay, Leyte

S i r :

I have the honor to request the reallocation of an amount of THREE HUNDRED THOUSAND PESOS (P300,000.00) for textbooks, references and subscriptions to periodicals and magazines for the year 1975-76, to break down as follows:

- a. Textbook and Reference - P200,000.00
- b. Periodicals - 100,000.00  
P300,000.00

Hoping that this request will merit your approval.

Very truly yours,

(Sgd.) REBECCA B. NAPIERE  
OIC, Library



VISAYAS STATE COLLEGE OF AGRICULTURE  
Baybay, Leyte

MEMORANDUM OF AGREEMENT

KNOW ALL MEN BY THESE PRESENTS:

This Memorandum of Agreement, made and entered into this  
\_\_\_\_\_ day of October, 1975 at Cebu City, Philippines, by and  
between:

THE VISAYAS STATE COLLEGE OF AGRICULTURE, an educational institution of higher learning established under Presidential Decree No. 470 as amended by Presidential Decree No. 700 with principal office at Baybay, Leyte, Philippines, duly represented hereto by DR. FERNANDO A. BERNARDO, the College President, hereinafter referred to as the FIRST PARTY; and

The Bureau of Plant Industry, duly represented by its Regional Director, MR. CONSTANTINO LUCERO, with Office address at BPI Compound, MacArthur Boulevard, Cebu City, Philippines, hereinafter referred to as the SECOND PARTY;

WITNESSETH

WHEREAS, the FIRST PARTY is on its very intensive five-year development program commencing upon its conversion into a State College;

WHEREAS, it has felt the need of a sub-office at Cebu City where most of the business transactions are entered into for and in behalf of the FIRST PARTY;

WHEREAS, the SECOND PARTY has available Office Space in its regional office at Cebu City which could be utilized by the FIRST PARTY;

NOW THEREFORE, premises considered, the parties hereto have hereunto agreed as they hereby agree;

1. THAT the SECOND PARTY shall accommodate the FIRST PARTY in one of the vacant office spaces at the Bureau of Plant Industry Regional Office, Cebu City;



2. THAT the FIRST PARTY shall pay the minimum rental of the space it will occupy in the sum of ONE HUNDRED (P100.00) PESOS monthly including expenses for electric current consumed by its electrical appliances and other miscellaneous charges for the maintenance and operation of said sub-office;

3. THAT the PARTIES hereto, their successors-in-interest and assignees shall henceforth be bound by the terms and conditions of this Memorandum of Agreement and for as long as this agreement still has its force and effect;

4. THAT this Memorandum of Agreement shall be enforceable and effective immediately upon signing by the parties and for a period of fifteen (15) years unless sooner terminated by the FIRST PARTY but without prejudice to any renewal for a similar period at the will of the FIRST PARTY;

5. THAT this Agreement has been entered into by the parties voluntarily and freely.

IN WITNESS WHEREOF, the parties have hereunto set their hands on the date, year and place hereinabove stated.

THE VISAYAS STATE COLLEGE OF AGRICULTURE  
Baybay, Leyte

Bureau of Plant Industry  
REGIONAL OFFICE, CEBU CITY

By:

By:

DR. FERNANDO A. BERNARDO  
President

CONSTANTINO LUCERO  
Regional Director  
Region VII, BPI

REPUBLIC OF THE PHILIPPINES)  
CITY OF CEBU ) SS

DOMINGO PANGANIBAN  
Director, Bureau of Plant  
Industry, Manila

BEFORE ME, this \_\_\_\_\_ day of October, 1975, at the City of Cebu, Province of Cebu, Philippines, affiants DR. FERNANDO A. BERNARDO and DIRECTOR CONSTANTINO LUCERO exhibited to me their Residence Certificates No. A 3754694 issued at Baybay, Leyte on February 11, 1975 and No. \_\_\_\_\_ issued at \_\_\_\_\_ on \_\_\_\_\_, respectively, known to me to be the same persons who executed the foregoing Memorandum of Agreement and they acknowledged to me that the same is their free and voluntary act and deed.



## APPENDIX "L"

PROPOSED BUDGET FOR VISCA  
CEBU OFFICE

SOURCE OF FUND: Project 3

## I. Personal Services:

1. One Supply Officer I	P 7,236.00 p.a.
2. One Clerk Typist	5,448.00 " "
3. Emergency Labor	<u>500.00 " "</u>
Total	P13,184.00

## II. Maintenance and Other Operating Expenses:

1. Supplies and Materials	1,000.00
2. Rental (Office space)	
8 months, Nov. 1975-June 1976	800.00
3. Revolving Fund (Emergency Purchases)	5,000.00
4. Sundry Expense (Travel & Office Supplies)	<u>2,000.00</u>
Total	P 8,800.00

## III. Equipment Outlay:

1. Equipment	6,569.00
2. Furniture	<u>1,000.00</u>
Total	P 7,569.00

GRAND TOTAL	P29,553.00
	vvvvvvvvvv



# APPENDIX "M"

## SUMMARY OF EXPENDITURES INCURRED IN ESTABLISHING THE CEBU OFFICE

### I. Personal Services:

1. (1) Supply Officer I (Asterio Basco)	P 7,236.00
2. (1) Clerk Typist (David Ancheta)	5,448.00
3. Emergency Labor (Includes installation services-telephone)	<u>500.00</u>
Total	P13,184.00

### II. Maintenance and Other Operating Expenses:

#### 1. Supplies and Materials:

##### a. Renovating Jobs: Size of Room - (5 m.x 7 m.)

(1) Putting up Jalousies with glass shutters and aluminum frames	800.00
(2) Putting up cupboards and counter	200.00
2. Rental (Office space - 8 months November, 1975 to June, 1976)	800.00
3. Revolving Fund (Emergency purchases)	5,000.00
4. Sundry Expenses (Travel, Office Supplies)	<u>2,000.00</u>
Total	P 8,800.00

### III. Equipment Outlay:

1. Office Table (2) at P200.00	400.00
2. Office Chairs (6) at P50.00	300.00
3. Typewriter Table (1) at P100.00	100.00
4. Work Table (1) at P200.00	200.00
5. Typewriter 18" carriage (1)	4,500.00
6. Calculator (Battery operated) (1)	700.00
7. Electric Fan w/ Stand (1)	500.00
8. Stapler (Swingline) (1)	69.00
9. Steel Cabinet 4-doors (2) at P400.00	<u>800.00</u>
Total	P 7,569.00

### GRAND TOTAL

P29,553.00  
VVVVVVVVVV