

**141<sup>st</sup> Board of Trustees Meeting**  
Saturday, 6 September 1997  
Eastern Samar State College  
Borongan, Eastern Samar

**APPROVED MINUTES OF THE  
141ST BOARD OF TRUSTEES MEETING  
Saturday, 06 September 1997  
Eastern Samar State College, Borongan, Samar**

<b>DR. ANGEL C. ALCALA</b> Chairman, CHED	.....	<b>Presiding Officer</b> Chairman
<b>DR. SAMUEL S. GO</b> President, ViSCA	.....	<b>Vice Chairman</b>
<b>HON. EDGARDO J. ANGARA</b> Chairman, Senate Committee on Education Congress of the Philippines	.....	<b>Member</b> (Represented by Dr. Juan Francisco)
<b>ATTY. BUENAVENTURA C. GO-SOCO JR</b> .....		<b>Member</b>
Regional Director HRDA Regional Office VIII		
<b>MR. EFREN B. SAZ</b> President, ViSCA Alumni Association	.....	<b>Member</b>
<b>MR. ALVIN TRUYA</b> President, ViSCA College Supreme Student Council	.....	<b>Member</b>

**ABSENT:**

**JOSE CARLOS LACSON**  
Chairman, House of Rep. Com. on Education  
Congress of the Philippines

**Others Present**

<b>DR. ROBERTO C. GUARTE</b> College Secretary Visayas State College of Agriculture	.....	<b>Board Secretary</b>
---	-------	------------------------

**MR. BACALAG P. TORRES**  
DA Regional Director Representative

**ATTY. CEDRIC O. RUIZ**  
Consultant, CHED

**I. PRELIMINARY MATTERS**

**A. Call to Order**

Dr. Angel C. Alcala, Chairman of the Board of Trustees (BOT), called the meeting to order at 4:05 p.m. After calling the roll, a quorum was declared.

**B. Introduction of New BOT Members**

Mr. Efren Saz, the president of ViSCA Alumni Association, was introduced as a new BOT member whose term ends in July 1998.

Mr. Alvin Truya, called by Atty. Ruiz to sit in the room, requested the Chair to include him as a new BOT member being the duly elected president of the ViSCA College Supreme Student Council (CSSC). The College Secretary, upon request by the College President and with permission from the Chair, informed the Board that Mr. Truya has not been considered for introduction to the Board as new member due to: a) the CSSC has not yet submitted a copy of their Constitution and By-Laws to the Board (the one submitted was a new version not yet approved by the student body), b) the CSSC was not yet officially recognized by the Office of the Student Affairs due to its failure in submitting requirements for recognition, and c) under the 1987 CSSC Constitution which is still in effect, Mr. Truya is not qualified to run for an elected office being a part-time graduate student (taking one 3-unit undergraduate course and one 3-unit graduate course) in ViSCA. After some debate, the chair declared a recess



and requested Atty. C. Ruiz, Mr. A. Truya, and Dr. R.C. Guarte to settle the issue outside.

After the recess, the Chairman suggested that, setting aside technicalities/requirements and considering that there was no complaints filed against Mr. Truya as the duly elected president of CSSC, he may be allowed to sit in as member of the Board. Upon motion by Trustee Dr. S. S. Go, duly seconded by Trustee Mr. E. Saz, the Board approved to allow Mr. A. Truya to represent officially the ViSCA CSSC in the BOT without prejudice, however, of complaints for his disqualification by the concerned sector.

**C. Chair's Privilege**

The BOT chairman, Dr. A. C. Alcala, commended PASUC-8 Executive Board for holding regular monthly meeting. He encouraged the concerned BOT members to teach their faculty to be academically aware of their responsibilities and not to complain. He stressed the importance for faculty members to discuss issues affecting the institution, come-up with decision and recommendations, submit them to the proper channel, and then to the Board for proper action.

**D. Approval of the Agenda**

Upon motion of Dr. S. S. Go, duly seconded by Dr. Juan Francisco, the Board approved the following items in the agenda:

1. Approval/Ratification of the Minutes
2. Matters Arising from the Approved Minutes
3. President's Report

4. New Business

A. Academic Matters

- 1) Proposal of the Graduate School to Offer Weekend Classes

B. Personnel Matters

- 1) Appointment of Part-time Teachers
- 2) Appointment of Faculty and Staff
- 3) Change of Statues from Lumpsum to Plantilla Position
- 4) Change of Status from Temporary to Permanent
- 5) Promotion of College Personnel
- 6) Application of Sabbatical Leave

C. Administrative Matters

1. Recommendation to Award the Repair of Library Roofing and Renovation of Coconut Dormitory to Agullo Construction
2. Proposed penalties/fines for erring motor vehicle drivers in ViSCA

D. Financial Matters

1. Proposal to give honorarium to staff discharging duties in special projects

F. Policy Matters

1. MOA between King Mongkut's Institute of Technology Thonburi (KMUTT) and ViSCA
2. MOA between Louisiana State University (LSU) and ViSCA

**Other Matters**

**A. For Board Information/Notation**

1. Clarification of the letter of Dr. Perla M. Tan, interim President of the ViSCA Faculty Association, to Dr. Vicente Quiton, Vice President for Academic Affairs on the promotion of Mr. Simeon Bernados, copy furnished to BOT members and other officials outside ViSCA
2. Policies on releasing information discussed during BOT meetings
3. Update of the membership of the Representatives of the ViSCA College Supreme Student Council and the ViSCA Faculty Association to the ViSCA Board of Trustees
4. Search for two prominent citizens for BOT membership
5. Honorarium of the designated Board Secretary

**II. APPROVAL/RATIFICATION OF THE MINUTES OF THE PREVIOUS MEETING**

Upon motion by Dr. S. S. Go, duly seconded by Dr. Juan Francisco, the Board, after reviewing the minutes of the previous meeting, passed:

**Board Resolution No. 42, s. 1997**

Approving the minutes of the 140th ViSCA Board of Trustees Meeting held at Southern Leyte State College of Science and Technology (SLSCST), Sogod, Southern Leyte on July 30, 1997 from 4:05 to 4:55 p.m. without correction.

**Board Action: APPROVED**

Date: 06 September 1997

Appendix A-1

**III. MATTERS ARISING FROM THE APPROVED MINUTES**

**I. On Giving Varying Amount of Productivity Incentive Bonus (PIB) to ViSCA Personnel**

Upon suggestion by Trustee E. Saz, the Board suggested to the College



President, Dr. Samuel S. Go, to discuss first with the ViSCA personnel the approved proposal on giving varying amount of PIB to the ViSCA personnel before its implementation.

#### **IV. PRESIDENT'S REPORT**

Dr. Samuel S. Go presented to the Board the following accomplishments:

1. The ViSCA-BIDANI (Barangay Integrated Development Approach for Nutrition Improvement) received a National Silver HAMIS awards during the "Third Health and Management Information System (HAMIS) Contest 1997." Initiated by the department of Health., the award recognizes the ViSCA-BIDANI as one of the best practitioners of health management.
2. Construction of Marine Laboratory. The Board was also informed that the possibility of Integrating within the ViSCA system the Bato School of Fisheries in the Leyte 5<sup>th</sup> District and the Carigara School of Fisheries in the Leyte 2<sup>nd</sup> District has been initially discussed among Congressman E. Loreto of the Leyte 5<sup>th</sup> district, Congressman S. Apostol of the Leyte 2<sup>nd</sup> District, and ViSCA.
3. Construction of breeding and nursery ponds for the Tilapia from CLSU and PCMARRD. Production of Tilapia suited under brackish conditions is also being considered.
4. Copies of the report "Summary of ViSCA's Accomplishments and Problems from August 1993 to July 1997 were provided to the members of the Board. The text of the report is attached to these minutes as "Attachment A".

Impressed by the accomplishments of ViSCA, Chairman Alcala urged the Student and Alumni representatives to work closer with the administration to sustain its accomplishments and promote the welfare of the institution. He also pointed out that in order for ViSCA to be internationally competitive, it should include in its academic and research programs Genetic Engineering. Dr. J. Francisco encouraged the President to start it immediately even with only two or three staff.

## **PRIVILEGE TIME FOR TRUSTEE A. TRUYA**

After the Chair gave him the floor, Trustee A. Truya asked the opinion of the Board whether it is proper for ViSCA to put Billboards acknowledging the donations of politicians in the area. He stressed that as an academic institution, ViSCA should refrain itself from politics. In response to the inquiry of Dr. Francisco, it was pointed out that the money came from the CDF allocation of Congressman Loreto. Upon request by the Chairman, the College President informed the Board that the Billboards inside the Campus are made to acknowledge the significant financial contributions made by the Congressman of the 5<sup>th</sup> district of Leyte to ViSCA, including the rehabilitation of the burned Administration Building and the Flood Control Projects. He believed that it is one way of sustaining the good working relationship between ViSCA and the local government which is advantageous for the College. He pointed out that other SCUs are doing the same and therefore, should not be construed as an act politicking. Besides, putting billboards for government projects is required by COA for transparency.

## **NEW BUSINESS**

### **A. Academic Matters**

#### **1) Proposal of the Graduate School to Offer Weekend Classes**

Upon request by the Chairman, Dr. S. S. Go presented to the Board the proposal of the graduate school to offer weekend classes. Upon motion by Dr. S. S. Go, duly seconded by Mr. Torres, the Board passed:



**Board Resolution No. 43, s. 1997**

Approving the proposal to offer weekend classes in ViSCA and Cebu for graduate students as contained in the attached PAC Memorandum 18, s. 1997 effective Second Semester of SY 1997-1998.

**Board Action: APPROVED**

Date: 06 Sept. 1997

**II. Personnel Matters**

Chairman A.C. Alcala presented to the Board the following requests of the ViSCA President: 1) appointment of part-time teachers, 2) appointment of faculty and staff, 3) change of status from lumpsum to plantilla position, 4) change of status from temporary to permanent, 5) promotion of college personnel, and 6) application for sabbatical leave. After reviewing the documents, Dr. S. S. Go moved for the omnibus approval of the items under personnel matters. The motion was seconded by Dr. J. Francisco. There being no objection to the motion, the Board passed the following resolutions:

**Board Resolution No. 44, s. 1997**

Approving the appointment of the following part-time teachers effective June to October 1997 subject to existing College policies and COA auditing rules and regulations:

- |    |                                |                       |
|----|--------------------------------|-----------------------|
| A. | Dept. of Ag. Chem. & Food Sci. | Effectivity           |
| 1. | Balaresia, Richard L.          | - June - October 1997 |
| 2. | Galvez, Lorena A.              | - June - October 1997 |
| B. | Dept. of Ani. Sci. & Vet. Med. |                       |
| 1. | Espina, Dinah M.               | - June - July 1997    |

- C. Department of Forestry
  - 1. Polinar Anatolio - June - October 1997
- D. Dept. of Home Science
  - 1. Bandalan, Elena - July - October 1997

Provided however, that only the services rendered by the part-time teachers in accordance with their approved teaching schedule shall be compensated based on BOT Resolution No. 24, s. 1996. The total compensation received by a part-timer in a month shall not exceed the monthly compensation of a regular employee with equivalent rank.

**Board Action: APPROVED**  
Date: 06 Sept. 1997

#### Board Resolution No. 45, s. 1997

Approving the appointment of the following ViSCA faculty and staff effective on the date specified subject to the availability of funds and the existing auditing rules and regulations:

**A. Department of Animal Science**

- 1. Alfaro, Braulio B. - Asst. Prof. IV - June 1997 - May 1998
- 2. Espina, Dinah M. - Asst. Prof. I - Aug. 1997 - July 1998

**B. Office of the Director of Extension**

- 1. Paraiso, Raquel B. - Science Aide - Upon Approval

**C. Department of Agronomy & Soil Science**

- 1. Guarte, Jessica - Sci. Res. Asst.- Upon Approval

**D. National Abaca Research Center**

- 1. Valenzona, Mario A. - Research Aide - Aug. 1 - Dec.31, 1997

**E. Office of Student Affairs**

- 1. Ampo, Chona - Guidance Counselor - Upon Approval
- 2. Abenoja, Jesus - Contruction and Maint. Capataz - Upon Approval

**Board Action: APPROVED**  
Date: 06 Sept. 1997



**Board Resolution No. 49, s. 1997**

Approving the change of status of Ms. Marites Sales from temporary to permanent subject to existing Civil Service Rules and Regulations. This shall take effect upon BOT approval.

**Board Action: APPROVED**

Date: 06 Sept. 1997

**Board Resolution No. 50, s. 1997**

Approving the application for Sabbatical Leave of Dr. Paciencia P. Milan of the Department of Plant Protection effective 01 April 1998 to 31 March 1999. Dr. Milan is expected to come-up with a module on Medical and Veterinary Entomology, Module on Biology, and a chapter on Ecology of the Philippines. It is understood that no expenses shall be borne by the College in connection with her sabbatical leave except her salary during the period.

**Board Action: APPROVED**

Date: 06 Sept. 1997

**C. Administrative Matters**

**1. Recommendation to Award the Repair of Library Roofing and Renovation of Coconut Dormitory to Agullo Construction**

Chairman A. Alcala presented to the Board the request of ViSCA President to award the repair of the Library roofing system and the renovation of the Coconut Dormitory to AGULLO CONSTRUCTION. Upon motion by Dr. S.S. Go, duly seconded by Dr. J. Francisco, the Board approved the request. Dir. Go-Soco, however, suggested to require the PBAC to submit a justification/resolution why only two contractors were involved during the bidding. Noting the suggestion of Dir. Go-Soco, the Board then passed:



**Board Resolution No. 51, s. 1997**

Approving the recommendation to award the repair of the Library roofing system and the renovation of the Coconut Dormitory to AGULLO CONSTRUCTION at a cost of P810,000.00 and P219,122.00, respectively subject to existing auditing rules and regulations and submission of a justification/resolution by the Prequalification Bids and Awards Committee why only two contractors participated in during the bidding process.

**Board Action: APPROVED**

Date: 06 Sept. 1997

**Proposed penalties/fines for erring motor vehicle drivers in ViSCA**

Upon motion by Dr. S. S. Go, duly seconded by Dr. J. Francisco, the Board passed:

**Board Resolution No. 51, s. 1997**

Approving the implementation of the following penalties/fines for erring motor vehicle drivers operating within ViSCA Campus based on the traffic rules and regulations as recommended approved by the President Advisory Council through PAC Resolution No. 18, s. 1997:

Violations	Fines/ Penalties of Offenses		
	1st	2nd	3rd
<b>I. Licensing Violations</b>			
a. Driving without valid license	200	400	500
b. Driving with revoked license	50	100	200
c. Other Offenses			
1. Failure to show/carry license Demand from traffic officer	50	100	150
2. Driving under the influence of liquor/drug	200	300	500
3. Fake license/student permit	500	1000	1500
4. Disregarding signs	50	100	300

## II. Violations in Connection with Number plates and stickers

a.	Unconspicuously attached plates	50	75	100
b.	Sticker (gatepass not visibly attached to the motor vehicle	50	75	100
c.	Tampered plates/stickers	50	75	100
d.	Illegal transfer of plates and stickers (college gate pass)	200	300	500
e.	Unregistered	No entry		
f.	No plate and no registration	No entry		

## III. Parking and Other Violations

a.	Parking in areas with no parking sign and in places that obstruct traffic and entry of pedestrians	50	100	300
b.	Reckless driving/disregarding speed limit of 20 kph	50	100	300
c.	Failure to dim while approaching the main gate	50	75	100
d.	Making disturbing sound	50	75	100
c.	Loading and unloading in non-loading/unloading areas	50	100	300

## IV. Traffic Violations

a.	Illegal turn	50	75	100
b.	Illegal overtaking	50	75	100
c.	Overloading	50	75	100
d.	Failure to give way to an overtaking vehicle	50	75	100
e.	Overtaking at an intersection	50	75	100
f.	Failure to follow one way	50	75	100
g.	Failure to give proper signal	50	75	100
h.	Obstructing the other passage of other vehicles	50	75	100
i.	Failure to observe other traffic on campus	50	100	300

Habitual offenders shall be barred from driving within the ViSCA Campus. This shall take effect immediately..

**Board Action: APPROVED**

Date: 06 Sept. 1997

**D. Financial Matters**

**1. Proposal to give honorarium to staff discharging duties in special projects**

With the suggestion of Dr. J. Francisco to specify the name of the different projects in the resolution and upon motion by Dir. B. C. Go-Soco, duly seconded by Dr. S. S. Go, the Board passed:

**Board Resolution No. 52, s. 1997**

Approving the granting of honoraria to staff discharging duties in the following special projects: PCARRD/DOST-funded projects, Philippine Carabao Center (PCC), Crop Processing Building, and Rehabilitation of the Administration Building, subject to the rates and guidelines in giving the honoraria stipulated in NCC 75 dated 01 March 1995, BOT Resolution No. 48, s. 1995, and existing auditing rules and regulations. This shall take effect upon Board approval.

**Board Action: APPROVED**

Date: 6 Sept. 1997

**E. Policy Matters**

Upon motion by Dr. S. S. Go, duly seconded by Mr. E. Saz, the Board approved the implementation of the following Memorandum of Agreements (MOA) entered into by ViSCA:

1. MOA between King Mongkut's Institute of Technology Thonburi (KMUTT) and ViSCA
2. MOA between Louisiana State University (LSU) and ViSCA



## **VIII. Other Matters**

### **A. For Information/Notation**

- 1. Clarification of the letter of Dr. Perla M. Tan, interim President of the ViSCA Faculty Association, to Dr. Vicente Quiton, Vice President for Academic Affairs on the promotion of Mr. Simeon Bernados, copy furnished to BOT members and other officials outside ViSCA**

The Board noted that the promotion of Mr. Bernados from Instructor II to Asst. Prof. II was based on the results of the 1993 PASUC Evaluation and the Civil Service Qualification Standards which he complied in July 1997 and not through the recommendation of the Non-Academic Personnel Board.

- 2. Update of the membership of the Representatives of the ViSCA College Supreme Student Council and the ViSCA Faculty Association to the ViSCA Board of Trustees**

The Board noted that the ViSCA Faculty Association has not yet complied the requirements stipulated under RA 8292 to be represented in the Board of Trustees.

- 3. Search for two prominent citizens for BOT membership**

The Board noted that the search for two prominent citizens for membership in the Board is still in the process.

### **B. For Board Action**

- 1. Policies on Releasing Information Discussed During BOT Meeting**

Upon motion by Dr. S. S. Go, duly seconded by Dir. B. C. Go-Soco, the Board approved the following policies on releasing information discussed during BOT meetings and passed:

**Board Resolution No. 53, s. 1997**

Approving the following policies on releasing information discussed during BOT meetings:

1. The Board Secretary is responsible in keeping all records and proceedings of the Board and in sending communication to each member notices of meetings.
2. Matters discussed and approved by the Board during its meeting shall be made available to the public only after confirmation by the Board during its next meeting.
3. Inquiries about BOT matters should be forwarded to the Board Secretary, who will provide the information and/or explanation to such query to be noted by the College President and copy furnish to the Chairman of the BOT
4. In formation that are for public consumption shall be released by the Board Secretary only after confirmation by the Board. All information to be released by the Board Secretary shall be noted by the College President and copy furnish to the Chairman of the Board.
5. Information that concerns specific individual such as appointment of personnel shall be released to the concerned offices and individuals immediately after Board approval, to be noted by the College President. This information may be changed upon correction by the Board during the confirmation of the minutes in the next meeting.
6. Information related to security of the College shall be released by the Board Secretary only upon clearance from the College President and the Chairman of the Board of Trustees.
7. For Information that is not yet confirmed by the Board but has to be released immediately, the Board Secretary may pass a referendum for BOT members confirmation.
8. For crucial information/issues, the College President is given the authority whether to release on not release the information.

**Board Action: APPROVED**

Date: 6 Sept. 1997



### **Honorarium of the Designated Board Secretary**

Upon query by the new Trustee A. Truya whether Dr. R. C. Guarte is the legal Board Secretary, the Board informed him that the designation of Dr. R. C. Guarte as Board Secretary has been approved during the 140<sup>th</sup> BOT meeting held last 30 July 1997 in Sogod, Southern Leyte. As a reaction, Dr. R.C. Guarte informed the Board that he is serving as Board Secretary without any additional compensation.

Upon motion by Dir. B. C. Go-Soco, duly seconded by Dr. J. Francisco, the Board approved to give the designated Board Secretary an honorarium and passed:

#### **Board Resolution No. 54, s. 1997**

Approving the giving of honorarium to Dr. Roberto C. Guarte as the designated Board Secretary in the amount of one thousand five hundred pesos (P1500.00) per month effective 01 January 1997 subject to the usual auditing rules and regulations.

**Board Action:      APPROVED**  
Date:                6 Sept. 1997

having no other matters to discuss, the meeting was adjourned at 4:55 p.m.

**CERTIFIED TRUE AND CORRECT**

**ROBERTO C. GUARTE**  
Board Secretary

**SAMUEL S. GO**  
President

**ATTESTED:**

**ANGEL C. ALCALA**  
Chairman