

VISAYAS STATE COLLEGE OF AGRICULTURE  
Baybay, Leyte



APPROVED

MINUTES OF THE 45th (SPECIAL) MEETING OF THE VISCA BOARD  
OF TRUSTEES HELD ON MARCH 17, 1982, AT THE  
PASUC CONFERENCE ROOM, MEC, METRO MANILA

DECISIONS/AGREEMENTS MADE BY THE BOARD OF TRUSTEES

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Confirming the appointment of the following:	
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Confirming the reclassification of academic staff, to wit:	
1. Dr. Eliseo R. Ponce from Asst. Prof. IV to Asso. Prof. III;	
2. x x x x x x x x x x x x x x x x	6



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Confirming the permanent appointment of the following  
Staff members;

1. Mr. Egnacio R. Masendo as . . .
2. x x x x x x x x x x

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8. RESOLUTION NO. 86, s. 1982

Approving the recommendation of the President's  
Advisory Council (PAC) to rename the Department of . . . . .

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9. RESOLUTION NO. 87, s. 1982

Approving the guidelines in determining ViSCA  
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10. RESOLUTION NO. 88, s. 1982

Approving in toto the amendment to the guidelines  
relative to the ACES program of ViSCA (Appendix H). . . . .

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11. RESOLUTION NO. 89, s. 1982

Approving the academic calendar for the school  
year 1982-1983 for the collgiate level, ViSCA (Appendix I) .

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12. RESOLUTION NO. 90, s. 1982

Approving the recommendation to extend the effectivity  
of honorific scholarship . . . . .

9

13. RESOLUTION NO. 91, s. 1982

Approving in toto the increase of honorarium of  
dormitory advisers, as follows:

- A. Small dormitories . . . . P100.00/mo.
- B. x x x x x x x x

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MINUTES OF THE 45th (SPECIAL) MEETING OF THE VISCA BOARD  
OF TRUSTEES HELD ON MARCH 17, 1982, AT THE  
PASUC CONFERENCE ROOM, MEC, METRO MANILA

Present:

Hon. Abraham I. Felipe Presiding Officer  
Deputy Minister of Education and Culture  
(Represented Minister O.D. Corpuz, Chairman)

Hon. F. A. Bernardo Vice Chairman  
President, Visayas State College of Agriculture  
Baybay, Leyte

Ms. Virginia A. Morta Representative  
Supervising Economic Development Specialist, RDS, NEDA  
(Represented Hon Jose M. Lawas)

Others Present:

Prof. Andres F. Duatin Secretary  
College Secretary, ViSCA

Mr. John S. Imlan Representative  
Executive Assistant  
PASUC

Preliminaries:

A. Approval of the Proposed Agenda:

The agenda were approved as presented.

B. Report of the College President:

1. PCARR Construction Project

"The ₱4 M PCARR construction project at ViSCA is nearing  
completion," the College President reported.

2. Building Constructions Completed

The construction by administration of one 16-door apartment  
for bachelors and a four 4-door apartment buildings, had been  
completed.

3. Additional PCARR Project

PCARR had bidden for the construction some more research



buildings such as the service engineering building, crop research 1  
laboratory, and head houses. 2

#### 4. Farming System Project 3

The Eastern Visayas Farming System Project, a joint under- 4  
taking a ViSCA and the Ministry of Agriculture, has been started. 5  
The said project shall deal with upland farming systems in the six 6  
agro-climatic regions in Samar and Leyte. Farmers in these identified 7  
areas shall be involved in this action-oriented research experiment. 8  
The project aims to facilitate transfer of technology from ViSCA 9  
to these areas. 10

#### 5. ViSCA Engineering Graduates 11

Pres. Bernardo gladly announced to the Board that three 12  
of ViSCA's engineering graduates placed second, fourth, and sixth 13  
places in the last national board examination. All the ViSCA 14  
graduates who took the board examination passed. 15

#### 6. Dual Athletic Meet 16

For the first time, ViSCA and UP at Tacloban competed in 17  
an athletic meet right in ViSCA. ViSCA won over UP Tacloban by 18  
a few points. 19

#### 7. First Regional Conference of Agricultural School Administrators/ 20

##### Superintendents Held at ViSCA 21

At the initiative of the ViSCA administration, the first 22  
regional conference of agricultural school administrators/superin- 23  
tendents in Regions VIII and VII was held at ViSCA from March 10 24  
to March 12. Administrative problems identified common to the 25  
attending schools were presented and discussed for solutions. 26



Some of the decisions made include (1) the organization of an  
 association of these schools, (2) expansion/improvement of graduate  
 programs, and (3) development of a fellowship/scholarship at ViSCA  
 for the staff development of the schools in Regions VIII and VII.

8. Philippine Society of Youth Science Club Conference at ViSCA

The members of the Philippine Society of Youth Science Clubs,  
 Inc. shall hold their annual conference at ViSCA from April 25 to  
 May 1 this year. The Minister of NSDB, Dr. Emil Javier, will be the  
 speaker during this conference of young, talented boys and girls  
 from the different science high schools in the country. "I hope  
 some of them will like ViSCA and decide to come back and study in  
 ViSCA," President Bernardo said.

III. Ratification of the Minutes of the Previous Meeting

The minutes of the meeting held last December 16, 1981, were  
 ratified after the following corrections were made:

Page 6, lines 27 & 28: "without refund" was deleted; the  
 following proviso was added: "subject to existing rules and  
 regulations on foreign students."

IV. Matters Arising from the Approved Minutes:

N o n e

V. For Approval/Ratification/Confirmation

A. Administrative Matters:

1. Dr. Samuel S. Go's Salary as Vice President While On Detail

As Officer-in-Charge of PIT

Dr. Samuel S. Go, Vice-President for Administration of  
 ViSCA, was designated officer-in-charge of Palompon Institute of  
 Technology by MEC Minister Corpuz.



In his letter to Dr. Go, Minister Corpuz explicitly mentioned that "you shall continue receiving the salary of your present position chargeable against the funds of ViSCA."

Arrangements have been made so that Dr. Go has to spend half of his office time with ViSCA and the other half with PIT. On these premise and conditions, Pres. Bernardo asked the Board for proper action.

On motion duly seconded, the Board passed:

Resolution No. 82, s. 1982

Confirming the arrangements made that Dr. Samuel S. Go, Vice President for Administration of ViSCA, should spend half of his official time with ViSCA and the other half with PIT and allowing him to continue drawing his salaries from the funds of ViSCA (Appendix A).

Approved

2. Honorarium from Capital Outlay Administrative Cost

It was proposed that the ViSCA Budget Officer be included in the list of administration personnel to receive from ViSCA Capital Outlay administrative cost monthly honorarium of ₱400.00 effective February 1, 1981 and to adjust the honorarium of the Supply Officer from ₱855.00 to ₱944.00 per month from the same funding (Appendix B).

After a couple of questions, the Board passed:

Resolution No. 83, s. 1982

Confirming the action of the College President of giving monthly honorarium of ₱400.00 to the College Budget Officer from the capital outlay funds of ViSCA effective February 1, 1981 and adjusting the monthly honorarium of the Supply Officer from ₱855.00 to ₱944.00, effective March 1, 1981 from the same funding, subject to COA rules and regulations (Appendix B).

Approved



#### 3. Amendments to the Guidelines in Determining Faculty Workload

Amendments to the existing guidelines for determining faculty workload, particularly the first four provisions under "Research Activities", were presented (Appendix C).

On motion duly seconded, the Board passed:

Resolution No. 84, s. 1982

Approving in toto the amendments to the guidelines for determining faculty workload, particularly the provisions on "Research Activities", (Appendix C).

Approved

#### 4. Duties and Responsibilities of Some Key Administrative Staff

The approved reorganizational set-up of VISCA's administrative staff includes the offices of the Assistant to the College President, Director of Research, and Director of Graduates studies. The reorganization also included the split of the former Office of Business and Administrative Affairs (OBAA) into the Office of **Business** Affairs (OBA) and the Office of Administrative Affairs. (OAA). The corresponding duties and responsibilities of the administrative staff members concerned were presented for the notation of the Board (Appendix D).

The Board took note of said presentation made by the College President.

#### 5. Appointment of Personnel

The appointment of personnel presented consisted of eleven (11) under recruitment, eight (8) for reclassification, and two (2) for permanent status (Appendix E).

The Board passed the following resolutions for the item on appointment of personnel:



## Resolution No. 85-A, s. 1982

Confirming the appointment of the following:

1. Ms. Narcisa L. Sopsop, as Asst. Instructor at ₱11,904.00 p.a., effective Dec. 1, 1981;
2. Mr. Francisco P. Tulin, as Chemical Laboratory Technician at ₱5,382.00 p.a., effective Dec. 1, 1981;
3. Mr. Justino M. Quinio, as Instructor at ₱13,152.00 p.a., effective Jan. 25, 1982;
4. Dr. Krishna Kumar Singh, as visiting Asso. Professor, on contractual basis, at ₱30,624.00 p.a., effective March 5, 1982;
5. Ms. Erna Teresita J. Sedigo, as Instructor at ₱12,516.00 p.a., effective June 1, 1982;
6. Ms. Ma. Cristina U. Ramirez, as Administrative Assistant I, at ₱10,260.00 p.a., effective Jan. 1, 1982;
7. Ms. Mercita M. Pespenan, as Clerk I, at ₱5,382.00 p.a., effective December 16, 1981;
8. Ms. Anita G. Godoy, as Clerk I, at ₱5,382.00 p.a., effective December 16, 1981;
9. Ms. Carmel Mari S. Lao, as accounting clerk at ₱5,382.00 p.a., effective December 16, 1981;
10. Ms. Corazon U. Nuevo, as cash clerk I, at ₱5,382.00 p.a., effective December 16, 1981; and
11. Ms. Asuncion C. Arradaza, as clerk I, at ₱5,382.00 p.a., effective December 16, 1981.

All to take effect as recommended by the recruitment and promotion board and approved by the College President.

Approved

## Resolution No. 85-B, s. 1982

Confirming the reclassification of academic staff, to wit:

1. Dr. Eliseo R. Ponce from Asst. Prof. IV to Asso. Prof. III;
- 2/ Dr. Margarito C. Escalante from Asst. Prof. II to Asso. Prof. II;
3. Dr. Florencio A. Saladaga from Asst. Prof. II to Asso. Prof. II;
4. Dr. Rolinda L. Palatala from Asst. Prof. II to Asso. Prof. II;
5. Dr. Lucylen B. Ponce from Instructor II to Associate Prof. I;
6. Dr. Serena L. Sanchez from Asst. Prof. I to Asst. Prof. IV;
7. Ms. Angela S. Almendras from Instructor I to Instructor IV; and



VISAYAS STATE COLLEGE OF AGRICULTURE  
Baybay, Leyte

Office of the College/  
Board Secretary

JULY 2, 1982

EXCERPTS FROM THE APPROVED MINUTES OF THE VISCA BOARD OF TRUSTEE\*

Attention: Directors/Heads of Centers/  
Depts/Offices  
\_\_\_\_\_  
\_\_\_\_\_


BOARD RESOLUTION No. 86, s. 19 82

Approving the recommendation of the President's  
Advisory Council (PAC) to rename the Department of  
Agricultural Economics into the Department of Agricul-  
tural Economics and Agribusiness (Appendix F).

Approved



For the information and guidance of all concerned.

  
ANDRES F. DUATIN  
College /Board Secretary

\* 45th Special Meeting of the VISCA Board of Trustees held on  
~~Regular~~ March 17, 1982 at PASUC CONFERENCE ROOM, MEC,  
Metro Manila



8. DEPARTMENT OF AGRICULTURAL ECONOMICS  
Instructor IV.

All to take effect not earlier than January 1,  
PROPOSAL TO RENAME THE DEPARTMENT OF AGRICULTURAL ECONOMICS INTO THE  
DEPARTMENT OF AGRICULTURAL ECONOMICS AND AGRIBUSINESS

Approved

Rationale:

Resolution No. 85-C, s. 1982

The name "Department of Agricultural Economics" does not portray recent changes and developments in the department. The present name was appropriate in the past when the department was offering courses in Agricultural Economics only. Retaining this present name seems to de-emphasize the actual functions of the department.

2. Mr. Honesto D. Buenafior as Driver, effective

As early as 1977, the department has been entrusted with the responsibility of offering courses not only in Agricultural Economics but also in Agribusiness. Presently, it is responsible in implementing two undergraduate programs such as: (1) BSA major in Agricultural Economics, and (2) BS in Agribusiness. The proposed name "Department of Agricultural Economics and Agribusiness" is therefore appropriate, if we are to reflect the main functions and responsibilities of the department.

Proposal to Rename the Dept. of Agricultural Economics  
Proposal: Dept. of Agricultural Economics and Agribusiness

Approving the proposal to rename the Department of Agricultural Economics into the Department of Agricultural Economics and Agribusiness, effective the First Semester, SY 1982-1983.

(Appendix F).

Approved: President's Advisory Council (PAC)

On March 9, 1982, the Board passed:

Resolution No. 86, s. 1982

Board Action: Approved

Approving the recommendation of the President's  
Advisory Council (PAC) to rename the Department of  
Economics into the Department of Agricultural Economics  
and Agribusiness (Appendix F).

Approved



9. Academic Matters:

1. Criteria for Selecting College Honor Students

A set of criteria presented consisting of four



8. Engr. Herminia C. Tanguilig from Instructor II to Instructor IV.

All to take effect not earlier than January 1, 1982, or the date the faculty member finally complete the degree or reported for duty, whichever is later.

Approved

Resolution No. 85-C, s. 1982

Confirming the permanent appointment of the following staff members;

1. Mr. Ignacio R. Masendo as Instructor effective January 1, 1982; and
2. Mr. Honesto D. Buenaflor as Driver, effective March 1, 1982.

Both to take effect as recommended, subject to Civil Service attestation.

Approved

6. Proposal to Rename the Dept. of Agricultural Economics into the Dept. of Agricultural Economics and Agribusiness

A proposal was presented to rename the Department of Economics into the Department of Agricultural Economics and Agribusiness (Appendix F).

On motion duly seconded, the Board passed:

Resolution No. 86, s. 1982

Approving the recommendation of the President's Advisory Council (PAC) to rename the Department of Agricultural Economics into the Department of Agricultural Economics and Agribusiness (Appendix F).

Approved

B. Academic Matters:

1. Criteria for Selecting College Honor Students

A set of criteria presented consisting of four (4) guidelines



stipulating (1) the change of honor designations from college 1  
and class scholars into university and college scholars, 2  
respectively, (2) that grade point average (GPA) for university 3  
scholar should be from 1.45 - 1.00 and for college scholar, should 4  
be from 1.75 - 1.56, (3) that the selection of honor students should 5  
be done every semester, and (4) that consistent scholarship should be 6  
honored/awarded two times during the entire college days of the 7  
student (Appendix G). 8

After some discussion, the Board passed: 9

Resolution No. 87, s. 1982 10

Approving the guidelines in determining ViSCA 11  
undergraduate scholars and in giving recognition to 12  
them, as corrected, to take effect not later than the 13  
second semester, SY 1981-1982 (Appendix G). 14

Approved 15

## 2. Criteria for ACES Scholarship 16

A three-point amendment to the guidelines relative to the ACES 17  
program was presented (Appendix H). 18

On motion duly seconded, the Board passed: 19

Resolution No. 88, s. 1982 20

Approving in toto the amendment to the guidelines 21  
relative to the ACES program of ViSCA (Appendix H). 22

Approved 23

## 3. Academic Calendar 1982-1983 24

The ViSCA academic calendar 1982-1983 for the collegiate level 25  
in a two-column format, was presented (Appendix I). 26

The Board passed: 27



## Resolution No. 89, s. 1982

Approving the academic calendar for the school  
year 1982-1983 for the collegiate level, ViSCA (Appendix I).

Approved

## Other Matters:

A. Conferring of Honorary Degrees

Pres. Bernardo presented to the Board a plan of the college to confer honorary degrees to two prominent men who have excelled in their field of work and who were instrumental in the development of ViSCA. The College President consulted with the Board to find out if ViSCA could confer honorary degrees on the doctorate level and asked whether this matter should first be discussed with the academic council before presentation to the Board.

Deputy Minister Felipe urged Dr. Bernardo to discuss the matter with the AC and said that he shall verify if there is an obstacle to ViSCA in conferring honorary degrees. He promised to inform the College about it.

B. Honorific Scholarship

It was recommended that the honorific scholarship which is being extended to high school valedictorians and salutatorians be extended from one semester to two semesters (Appendix J).

On motion duly seconded, the Board passed:

## Resolution No. 90, s. 1982

Approving the recommendation to extend the effectivity of honorific scholarship from one semester to two semester, provided that the scholar maintains a GPA of 2.75 during the first semester (Appendix J), effective the SY 1982-1983.

Approved



G. Honorarium of Dormitory Advisers

It was recommended that the honorarium of dormitory advisers be increased/updated in such a manner that it becomes proportionate to the size of the dormitory and the increasing expectations from the advisers. The following honorarium scheme is proposed:

A. Small dormitories . . . . . ₱100.00/mo.

B. Medium dormitories. . . . . ₱150.00/mo.

C. Large dormitories . . . . . ₱200.00/mo.

(Appendix K).

On motion duly seconded, the Board passed:

Resolution No. 91, s. 1982

Approving in toto the increase of honorarium of dormitory advisers, as follows:

A. Small dormitories . . . . . ₱100.00/mo.

B. Medium dormitories. . . . . ₱150.00/mo.

C. Large dormitories . . . . . ₱200.00/mo.

Approved

There being no other matter to discuss, the presiding officer, Minister Felipe, adjourned the meeting at 2:01 p.m.

Certified True & Correct:

(SGD.) ANDRES F. DUATIN  
Secretary

Attested:

HON. ABRAHAM I. FELIPE  
Presiding Officer



VISAYAS STATE COLLEGE OF AGRICULTURE  
Baybay, Leyte

January 25, 1982

Office of the Vice President for Administration

The President  
ViSCA, Baybay, Leyte

S i r :

Attached is a copy of the letter from Minister Onofre D. Corpuz assigning me as Officer-in-Charge of the Palompon Institute of Technology (PIT). Since Dr. Paulino Villagonzalo, PIT President, is still receiving his salary from PIT while on terminal leave, I wish to request that I be allowed to receive my salary from ViSCA while on detail with PIT.

I have arranged my work schedule such that I will be spending half of my time with ViSCA while serving as Officer-in-Charge of PIT.

Very truly yours,

(SGD.) SAMUEL S. GO  
Vice President for Administration



REPUBLIKA NG PILIPINAS  
REPUBLIC OF THE PHILIPPINES  
MINISTRI NG EDUKASYON AT KULTURA  
MINISTRY OF EDUCATION AND CULTURE  
MAYNILA  
MANILA

TANGGAPAN NG MINISTER  
OFFICE OF THE MINISTER

December 10, 1981

Dr. Samuel S. Go  
Vice President  
Visayas State College of  
Agriculture  
Baybay, Leyte

Dear Sir:

In the exigencies of the service, you are hereby assigned on special detail as Officer-in-Charge of the Palompon Institute of Technology, Palompon, Leyte, effective December 16, 1981.

Arrangements have been made with President Bernardo that you shall continue receiving the salary of your present position chargeable against the funds of VISCA.

This designation shall remain in force, unless sooner revoked, until such time as a new president of PIT shall have been appointed and qualified.

Very truly yours,

(SGD.) ONOFRE D. CORPUZ  
Minister

Copy furnished:

Dr. F. A. Bernardo  
President, VISCA

A TRUE COPY:

(SGD.) DELIA L. SILAO  
Supervising Clerk  
Jan. 21, 1982



VISAYAS STATE COLLEGE OF AGRICULTURE  
Baybay, Leyte  
Philippines

Office of the Vice President for Administration

January 21, 1982

Dr. F. A. Bernardo  
President  
Visayas State College of  
Agriculture  
Baybay, Leyte

S i r :

May I request for the inclusion of the Budget Officer's honorarium in the amount of FOUR HUNDRED PESOS (P400.00) monthly from the Capital Outlay Administrative Cost effective February, 1981. Furthermore I also recommend the increase of the Supply Officer's honorarium from EIGHT HUNDRED FIFTY FIVE PESOS (P855.00) to NINE HUNDRED FORTY FOUR PESOS (P944.00) per month from the same funding. This adjustment is necessary on account of his increase in salary effective March 1, 1981.

May this request be given the usual consideration.

Very truly yours,

(SGD.) SAMUEL S. GO  
Vice President for Administration

APPROVED:

(SGD.) F. A. BERNARDO  
President



SUBJECT: Proposed Budget from the Capital Outlay Administrative Cost

I. Capital Outlay Allocation:

(a) Administration Building . . . . .	₱	2,000,000.00
(b) Ataff Houses . . . . .		3,473,000.00
(c) Student Dormitory . . . . .		2,500,000.00
	₱	7,973,000.00

Administrative Cost @ 5% of Capital Outlay Funds	₱	398,650.00
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II. Distribution:

(a) PPO

c	1 Draftsman @ 350.00	₱	350.00
	3 Construction Foremen @ 150.00		450.00
	1 Plumber @ 150.00		150.00
	1 Electrical Section Head @ 150.00		150.00
	2 Electricians @ 75.00		150.00
	1 Power House Operator @ 75.00		75.00
	1 Painter @ 150.00		150.00
	1 Furniture Leadman @ 75.00		75.00
	5 Mechanics @ 75.00		375.00
	2 Welders @ 75.00		150.00
	3 Clerks @ 100.00		300.00
	1 Civil Engineer @ 1,335.00		1,335.00
	1 Superintendent @ 1,715.00		1,715.00
	1 Mechanical Engineer @ 400.00 (not the incumbent)		400.00
		₱	5,825.00

(b) SMPD

	1 SMPD Acting Chief @ 855.00	₱	855.00
	1 Buyer @ 300.00		300.00
	15 Clerical and other staff @ 50.00		750.00
	1 Stockroom Keeper @ 100.00		100.00
	1 OIC, Cebu Office @ 300.00		300.00
	1 Cebu Clerk @ 200.00		200.00
	1 Cebu Driver @ 100.00		100.00
		₱	2,605.00



(c) Others

1 Cashier @ 400.00	P	400.00
1 Disbursing Officer @ 400.00		400.00
1 Chief Accountant @ 400.00		400.00
1 Cash Clerk @ 75.00		75.00
1 Accountant @ 350.00		350.00
2 Accounting Staff @150.00		300.00
1 Budget Aide @ 100.00		100.00
2 Internal Audit Clerks @ 100.00		200.00
1 Personnel Officer @ 200.00		200.00
1 Personnel Clerk @ 75.00		75.00
1 OBAA Director @ 700.00		700.00
1 OBAA Clerk @ 50.00		50.00
1 Administrative Officer @ 200.00		200.00
1 Infirmary Head @ 200.00		200.00
4 Infirmary Staff @ 100.00		400.00
1 Security Officer @ 200.00		200.00
2 Security Guards/Inspectors @ 100.00		100.00
1 COA Auditor @ 400.00		400.00
1 COA Auditing Aide @ 200.00		200.00
2 COA Supplies Checker @ 75.00		75.00
3 COA Clerks @ 50.00		150.00
1 OVPA Clerk @ 75.00		75.00
	P	<u>5,825.00</u>

(d) General Management

P	<u>8,262.00</u>
P	14,087.00

TOTAL MONTHLY HONORARIA

P 22,517.00

(SGD.) MANUEL C. CAPACIO



Amendments to APPENDIX I - Guidelines for Determining Faculty Workload of the approved minutes of the 43rd (special) meeting of the VISCA Board of Trustees held on November 4, 1981, at the PASUC Conference Room, MEC, Metro Manila particularly on pages 3 and 4, Item II: RESEARCH ACTIVITIES, to wit:

## II. RESEARCH ACTIVITIES:

1. Leader of an approved and numbered research program having a duration of at least one semester is entitled to a maximum of 4.0 workload units per program.

to read:

1. Leader of an approved and numbered research program having a duration of at least one semester is entitled to a maximum of 4.0 workload units per program with honorarium, or 5.0 workload units without honorarium.
2. Leader or sole worker of an approved and numbered research project having a duration of at least one semester is entitled to a maximum of 3.0 workload units per project.

to read:

2. Leader or sole worker of an approved and numbered research project having a duration of at least one semester is entitled to a maximum of 3.0 workload units per project with honorarium or 4.0 workload units without honorarium.
3. Leader or sole worker of an approved and numbered research study having a duration of at least one semester may claim a maximum of 2 units per study.

to read:

3. Leader or sole worker of an approved and numbered research study having a duration of at least one semester may claim a maximum of 2 units per study with honorarium or 3 workload units without honorarium.
4. Co-worker of any approved and numbered research program, project or study having a duration of at least one semester is entitled to a minimum of 0.5 workload unit for each. The credit shall be proportional to the degree of involvement in the said research activity. In no case, however, shall the combined workload units for worker and co-worker exceed 4 in the case of program, 3 for project, 2 for study.



to read:

4. Co-worker of any approved and numbered research program, project or study having a duration of at least one semester is entitled to a minimum of 0.5 workload unit each. The credit shall be proportional to the degree of involvement in the said research activity. In no case, however, shall the combined workload units for worker and co-worker exceed 4 in the case of program, 3 for project, 2 for study without honorarium, or 5 for program, 4 for project, 3 for study without honorarium.

This amendment takes effect on the first semester, SY 1981-1982.

Approved: Academic Council  
October 30, 1981



DUTIES AND RESPONSIBILITIES OF THE FOLLOWING KEY  
ADMINISTRATIVE OFFICIALSA. Assistant to the President

1. Coordinates with the President of the College in the submission and follow-up of project proposals to potential sources of support.
2. Acts as public information officer for the College.
3. Provides effective liaison between the College (or any of its units or departments) and other government offices, private organizations, foundations, and external agencies.
4. Prepares a program of field days and schedule of visits of important guests to the College or any of its projects and programs.
5. Initiates and undertakes activities that should keep the College abreast with recent developments in agriculture and closely related activities.
6. Assists the President in seeking donations and grants-in-aid for the support of scholarships, staff development, and physical development of the College.
7. Performs other functions that the President or the Board may assign to the office.

B. Director of Research

1. Exercises general supervision of the following:
  - a. Annals of Tropical Research (ATR)
  - b. Farm Manager Office
  - c. Center for Social Research for Small Farmer Development (CSR-SFD)
  - d. Philippine Root Crop Research and Training Center (PRCRT)
  - e. Regional Coconut Research Center (RCRC)
  - f. All other Research Projects
2. Make proper recommendations on the following:
  - a. Appointment, transfer, permanency, reclassification and resignation of full-time research personnel.
  - b. Request for attendance at seminars, conferences, trainings and non-degree training course of full time research personnel.
  - c. Request for purchase of equipment (any amount).
  - d. Request for additional funding of Department Research, PRCRT, RCRC, ATR, Research Station, and CSR-SFD.



- e. Research proposals by faculty and staff on and off campus for funding by ViSCA or other agencies.
- f. Publication in the ViSCA research journals of worthwhile researches.
- 3. Approves and signs the following:
  - a. Purchase of supplies not exceeding ₱2,000.00 in each case.
  - b. Certificate of service rendered of the Farm Manager and heads of PRCRIC, RCRC, and CSR-STD.
  - c. Leave of absence or request for travel of heads of units under him not exceeding two days.

#### Administrative Officer

- 1. Exercise general supervision of the following:
  - a. Legal Office
  - b. Infirmary
  - c. Security
  - d. Records Division
- 2. Assists the Vice President for Administration in the planning and management of the offices under OVPA.
- 3. Approves and signs the following:
  - a. Administrative personnel matters
    - (1) Renewal of appointments of daily wage and project personnel (research and contractual) not exceeding three (3) months.
    - (2) Leave of absence or request of travel of administrative personnel not exceeding five (5) days.
    - (3) Daily time record of unit heads and other personnel under the Office of Administrative Affairs.
    - (4) Certificate of report to duty of non-academic personnel whose salaries do not exceed ₱11,000.00 per annum.
    - (5) Application for membership to GSIS, medicare and state insurance.
  - b. Financial and Property Matters of Offices Under Him
    - (1) Vouchers, RIV's SIV's not exceeding ₱2,000.00.
- 4. Facilitates the investigation of administrative and disciplinary cases and submission of findings and recommendations.



9. Facilitates the preparation of contracts and supporting documents for locally funded projects of the College as requested.
10. Performs other functions as maybe assigned from time to time.

#### Registrar

1. Keeps all student records up-to-date.
2. Reconstructs missing student records in the school files on the basis of the official records available in his office.
3. Issues transfer credentials, transcript of records, certifications, report of ratings, and other related matters.
4. Examines credentials for the purpose of registration and enforces entrance requirements.
5. Acts on recommendations of deans or department heads on students' overload, cross-registration, admission of students from foreign schools, transfer of students after enrolment period, and other related matters.
6. Prepares and submits all reports on enrolment, attendance, student load, classification and other data which may be requested by the College Secretary or the President of the College from time to time.
7. Prepares and submits, in consultation with the respective deans or department heads, the records of candidates for graduation.
8. Prepares and enforces schedule of classes in consultation with the respective deans or heads of departments.
9. Consolidates schedule of classes and teachers' service load for each term, in consultation with the respective deans or department heads.
10. Enforces regulations regarding admission (undergraduate), classification, transfer and graduation.
11. Assists in enforcing regulation on attendance and suspension or dismissal of students and other disciplinary measures.

#### Security Officer

1. Supervises the entire Security Force of the College for the maintenance of peace and order.
2. Plans out effective means of implementing College rules and regulations relevant to the security of staff members, students and properties of ViSCA.



3. Formulates for approval and enforces security policies.
4. Plans and implements training programs for security guards.
5. Conducts preliminary inquiries/investigations of persons reported to have violated security policies of the College.
6. Submits reports and findings to higher authorities of the College for their information and appropriate action.
7. Maintains confidential records of students and staff who have violated College Rules and regulations.
8. Acts as fire marshall and institutes measures and procedures for fire prevention and control.
9. Performs other functions as maybe assigned from time to time.

#### Chief, VISCA Infirmary

1. Plans, organizes and implements school health program.
2. Exercises general supervision of all personnel of the Infirmary.
3. Prevents and controls the spread of communicable and infectious diseases within the College and the vicinity.
4. Provides the College constituents with necessary information on health matters as the need arises.
5. Coordinates with other health agencies regarding health matters.
6. Keeps up-to-date medical records of students and the staff.
7. Formulates health policies to be observed by all campus residents.
8. Performs other functions as maybe assigned from time to time.

#### Director of Business Affairs

1. Exercises general supervision of the following:
  - a. Internal Control Unit
  - b. Accounting Division
  - c. Cash Division
  - d. Income Generating Project
  - e. Supply and Property Division
  - f. Cebu Office
2. Approves and signs the following:



- a. Daily time records of unit heads and other administrative personnel under his supervision.
  - b. Requisition, purchase orders, vouchers, deeds, contracts and other instruments necessary for the purchase of supplies, materials, equipment, and services, including repairs and renovation of buildings and minor construction works, worth not exceeding ₱25,000.00
  - c. Request to purchase supplies and/or equipment without the benefit of public bidding involving amounts not exceeding ₱5,000.00 in each case.
  - d. Remittances of life and retirement premiums to the GSIS and medicare.
  - e. Payrolls beyond ₱1,000.00 of daily wage personnel with approved appointments.
  - f. Remittance of income taxes withheld.
  - g. Withdrawal of student deposits.
  - h. Contribution of not more than ₱100.00 from the charity fund.
3. Countersigns bank deposits and withdrawals for the account of ViSCA.

#### Director of Graduate Studies

- 1. Supervises the implementation of the graduate programs of the College.
- 2. Oversees the enforcement of rules, policies and guidelines of graduate studies.
- 3. Makes proper recommendation on the appointment of graduate faculty members and graduate assistants.
- 4. Approves and signs the following:
  - a. Application for admission of graduate students.
  - b. Requests related to the formation or change in composition of graduate student advisory committee.
  - c. Graduate student's application for comprehensive or final examinations.

#### Director of Student Affairs

- 1. Assists the President in the formulation and implementation of policies relating to student welfare.



2. Plans and oversees programs on student scholarships and assistantships, grants-in-aids, counseling and guidance, information drives, and job placements.
3. Attends matters pertaining to student accomodation.
4. Plans and implements programs to enable students to adjust to their new environment.
5. Helps the College in setting up a well-balanced program of student activities.
6. Undertakes studies and evaluations of student services, student-initiated programs, student performance and follow-up of graduate and school leavers.
7. Facilitates resolutions of student petitions and grievances and serve as the channel of communications between students and student organizations on one hand and the faculty and/or the administration on the other.
8. Performs such other functions as may be assigned by the President.



Appointments of College Personnel for ConfirmationA. RecruitmentDept. of Agricultural Chemistry

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|--|--|
| 1. Ms. Narcisa L. Sopsop<br>BS in Agriculture (Ag. Chemistry)<br>VISCA 1981<br>Age: 22 yrs. old                  | Assistant Instructor<br>Salary: ₱11,904.00 p.a.<br>Effectivity: Dec. 1, 1981<br>Status: Temporary          |
| 2. Mr. Francisco P. Tulin<br>BS in Chemical Engineering<br>Colegio de San Jose Recoletos 1979<br>Age: 26 yrs old | Chemical Laboratory Technician<br>Salary: ₱5,382.00 p.a.<br>Effectivity: Dec. 1, 1981<br>Status: Temporary |

Dept. of Forestry

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|--|--|
| 1. Mr. Justino M. Quimio<br>BS in Forest Products Engineering<br>UPLB 1980<br>Age: 22 yrs. old | Instructor<br>Salary: ₱13,152.00 p.a.<br>Effectivity: Jan. 25, 1982<br>Status: Temporary |
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Dept. of Plant Breeding & Agricu'l Botany

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| 1. Dr. Krishna Kumar Singh<br>Ph.D. in Crop Science (Genetics &<br>Plant Breeding)<br>Michigan State University 1969<br>Age: 39 yrs. old | Visiting Associate Professor<br>Salary: ₱30,624.00 p.a.<br>Effectivity: March 5, 1982<br>Status: Contractual |
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Arts & Letters

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| 1. Ms. Erna Teresita J. Sedigo<br>BS in Education (English)<br>St. Paul's College 1971<br>Age: 31 yrs. old | Instructor<br>Salary: ₱12,516.00 p.a.<br>Effectivity: June 1, 1981<br>Status: Temporary |
|--|---|

Philippine Root Crops Research & Training Center

- |  |   |
|--|---|
| 1. Ms. Ma. Cristina U. Ramirez<br>Bachelor of Arts (Economics)<br>Univ. of San Carlos 1976<br>CS Eligibility: Carrer Service Prof.<br>Age: 28 yrs. old | Administrative Assistant I<br>Salary: ₱10,260.00 p.a.<br>Effectivity: Jan. 1, 1982<br>Status: Permanent |
|--|---|

Extension Research & Development Division

- |  |  |
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| 1. Ms. Mercita M. Pespenan<br>Secretarial Science<br>FCIC 1979<br>CS Eligibility: CS Sub-prof.<br>Age: 23 yrs. old | Clerk I<br>Salary: ₱5,382.00 p.a.<br>Effectivity: Dec. 16, 1981<br>Status: Permanent |
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Office of the Vice President

1. Ms. Anita G. Godoy  
BS in Commerce  
Colegio de San Jose Recoletos 1974  
CS Eligibility: Career Service Prof.  
Age: 29 yrs. old

Clerk I  
Salary: ₱5,382.00 p.a.  
Effectivity: Dec. 16, 1981  
Status: Permanent

Office of Business Affairs

2. Ms. Carmel Mari S. Lao  
BS in Business Administrative (Management)  
Univ. of San Carlos 1981  
CS Eligibility: Career Service Sub-prof.  
Age: 21 yrs. old

Accounting Clerk I  
Salary: ₱5,382.00 p.a.  
Effectivity: Dec. 16, 1981  
Status: Permanent

3. Ms. Corazon U. Nuevo  
BS in Commerce  
Univ. of Mindanao 1976  
CS Eligibility: Career Service Prof.  
Age: 26 yrs. old

Cash Clerk I  
Salary: ₱5,382.00 p.a.  
Effectivity: Dec. 16, 1981  
Status: Permanent

4. Ms. Asuncion C. Arradaza  
BS in Commerce  
St. Peter's College 1976  
CS Eligibility: Career Service Prof.  
Age: 24 yrs. old

Clerk I  
Salary: ₱5,382.00 p.a.  
Effectivity: Dec. 16, 1981  
Status: Permanent

Reclassification of Academic Staff

Name	Highest Degree	Points Earned	Equivalent Rank	Present Rank
1. Eliseo R. Ponce	Ph.D. in Agricu'l Extension	64.441	Associate Prof. III	Assistant Prof. IV
2. Margarito E. Escalante	Ph.D. in Agricu'l Engineering	60.39	Associate Prof. II	Assistant Prof. III
3. Florencio A. Saladaga	Ph.D. in Horti-culture	60.214	Associate Prof. II	Assistant Prof. III
4. Rolinda L. Talatala	Ph.D. in Agronomy	60.925	Associate Prof. II	Assistant Prof. II
5. Lucylen B. Ponce	Ph.D. in Home Economics	56.00	Associate Prof. I	Instructor II
6. Serena L. Sanchez	Ph.D. in Animal Science	53.375	Assistant Prof. IV	Assistant Prof. I



1. Angela S. Almendras	MS in Soils Science	44.49	Instructor IV	Instructor I
2. Herminia C. Tanguilig	MS in Statistics	42.00	Instructor IV	Instructor II

Effectivity: January 1, 1982 or the date faculty member finally complete degree or reported for duty whichever is later

For Permanent Status

Present Position

1. Mr Ignacio R. Masendo  
BS in Ag. Education (Animal Husbandry)  
No. of years in present position - 13 years.  
CS Eligibility: Board Exam for Teachers  
Performance Rating: Satisfactory

Instructor  
Effectivity: January 1, 1982

2. Mr. Honesto D. Buenaflor  
High School Graduate  
No. of years in present position - 6 yrs.  
Performance Rating: Very Satisfactory

Driver  
Effectivity: March 1, 1982



## DEPARTMENT OF AGRICULTURAL ECONOMICS

PROPOSAL TO RENAME THE DEPARTMENT OF AGRICULTURAL ECONOMICS INTO THE  
DEPARTMENT OF AGRICULTURAL ECONOMICS AND AGRIBUSINESS

## Rationale:

The name "Department of Agricultural Economics" does not portray recent changes and developments in the department. The present name was appropriate in the past when the department was offering courses in Agricultural Economics only. Retaining this present name seems to de-emphasize the actual functions of the department.

As early as 1977, the department has been entrusted with the responsibility of offering courses not only in Agricultural Economics but also in Agribusiness. Presently, it is responsible in implementing two undergraduate programs such as: (1) BSA major in Agricultural Economics and (2) BS in Agribusiness. The proposed name "Department of Agricultural Economics and Agribusiness" is therefore appropriate, if we are to reflect the main functions and responsibilities of the department.

## Proposal:

Approving the proposal to rename the Department of Agricultural Economics into the Department of Agricultural Economics and Agribusiness, effective the First Semester, SY 1982-1983.

Approved: President's Advisory Council (PAC)  
March 9, 1982

Board Action: Approved  
Date: March 17, 1982



PROPOSED GUIDELINES IN DETERMINING VISCA UNDERGRADUATE  
SCHOLARS AND GIVING RECOGNITION TO THEM

Rationale

In the past, students who distinguished themselves with high academic performance were designated as College and class scholars, depending upon their grade point averages, and were given certain privileges, such as: stipend, book allowance and free comprehensive fee, as well as a certificate of recognition.

Proposal

Upon the recommendation of the Academic Council, the following guidelines, in connection with the VisCA undergraduate scholarships, are proposed:

1. That the designations be changed from college and class scholars to university and college scholars, respectively;
2. That the grade point averages (GPA's) required for each kind of scholarship shall be as follows:
  - a. For university scholars, GPA of . . . . . 1.45 - 1.00
  - b. For college scholars, GPA of . . . . . 1.75 - 1.46

Provided, That the candidate carried at least 18 units or a full load, as prescribed in his/her curriculum, and without a grade of 5.00 or Incomplete (Inc.);

3. That the selection of honor students shall be on a semestral basis and that certificates of recognition shall be awarded the honor students during an Honors' Day convocation program which shall be held during the second semester of each school year;
4. That for students who have consistently maintained their scholarship status, in addition to the certificate of recognition, medals or equivalent or book prizes shall be awarded them. The awarding of medals or equivalent or book prizes to the consistent university and college scholars shall be done two times during the entire college days of the students concerned, as follows: first, to cover the first three semesters, i.e., from the first semester of the first year to the first semester of the second year; and, second, to cover the remaining semesters, i.e., from the fourth semester to the seventh semester (for a four-year degree program) or from the fourth semester to the ninth semester (for a five-year degree program).



PROPOSED AMENDMENT TO THE GUIDELINES RELATIVE TO  
THE ACES SCHOLARSHIP PROGRAM

Rationale

Last year, ViSCA initiated the Advanced Credits for Exceptional Students (ACES) program similar to the INTAPS of UPLB, to give high school graduates who have the ability and academic preparation to "challenge" courses offered in college and get credits for subjects passed.

Based on the decision of the Academic Council, the ACES program was opened to anybody who wished to take the test upon payment of two pesos. In order to give every student a chance to take the validating test. However, out of 53 students who took the tests, only 12 were able to pass at least 1 subject. Of these 12, only one qualified as an ACES scholar having passed 17 subjects obtaining a unit credit of 51 while the rest passed one to three subjects only. It must have been quite frustrating to the examinees specially those who were not able to validate any subject at all.

In view of this, a set of criteria was passed by the Board under resolution No. 69, s. 1981, as follows:

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1. Only students whose general averages are 85% or higher and qualified in the NCEE to take a four-year course shall be allowed to take the validating test in any subject of their choice.
2. Students whose general averages are below 85% but qualified in the NCEE may be allowed to take the validating test in subjects where they obtained 85% or higher.
3. Only students who have validated five (5) subjects shall be eligible for the ACES scholarship with those passing four or less subjects being credited the corresponding units for each subject.

x x x

The College finds it necessary to have guidelines also in determining those who may retain or lose the ACES scholarships after the admission of the scholar.

Proposal

To give realistic incentives to ACES scholars and to determine those who may retain their scholarship under this program, the following guidelines are proposed:

1. To maintain the ACES scholarship, a student must obtain a GPA of 1.75 or higher every semester with the summer rating included with the second semester grades when computing the GPA for the latter school term. Students must not have a failing grade and "Inc." mark during enrolment time.



2. A student who loses his ACES scholarship may be reinstated upon obtaining the required GPA of 1.75 or higher, provided he carried 18 units or the required number of units for a certain term and year as prescribed in the curriculum.
3. Increase of ACES stipend from ₱300.00 to ₱400.00 per month effective June 1982 but not to cover the present ACES scholar.

Academic Council (AC) Action: Approved  
Date: February 3, 1982

Board Action: Approved  
Date: March 17, 1982



# APPENDIX I

## VISAYAS STATE COLLEGE OF AGRICULTURE Baybay, Leyte

### ACADEMIC CALENDAR 1982-1983

#### First Semester, 1982-1983

1982

Last Day for Transfer Students to File Application for Admission . . . . .	Mon., May 10
Validating Tests for Advanced Credits (Transferees) . . . . .	Tue., June 1 to Sat., June 5
Medical Examination . . . . .	Mon., May 10 to Sat., June 12
Advanced Credits for Exceptional Students (ACES) Test (For Incoming Freshmen) . . . . .	Tue., June 1 to Sat., June 5
Registration for Freshmen and Regular Students . . . . .	Mon., June 7
General Registration . . . . .	Tue., June 8 to Fri., June 11
Classes Begin . . . . .	Mon., June 14
Orientation of New Students . . . . .	Mon., June 14
Last Day for Late Registration . . . . .	Fri., June 18
General Academic Convocation Program . . . . .	Mon., June 21
Last Day for Graduating Students to File Application for Graduation . . . . .	Mon., June 28
VISCA Faculty Sportsfest . . . . .	Fri., July 9 to Sat., July 10
Last Day for Dropping Subjects . . . . .	Fri., Aug. 13
VISCA 58th Anniversary Celebration . . . . .	Fri., Aug. 27 to Sat., Aug. 28
Mid-Term Examination Days (Lab) . . . . .	Mon., Aug. 9 to Fri., Aug. 13
Mid-Term Examination Days (Lec) . . . . .	Mon., Aug. 16 to Fri., Aug. 20
Intramurals for College Students . . . . .	Thu., Sept. 9 to Fri., Sept. 10
Pre-registration Days for Regular Students . . . . .	Thu., Sept. 16 to Fri., Sept. 17
Final Examination Days for Graduating Students (Lab) . . . . .	Fri., Oct. 8 to Tue., Oct. 12
Final Examination Days for Other Students (Lab) . . . . .	Mon., Oct. 11 to Fri., Oct. 15
Final Examination Days for Graduating Students (Lec) . . . . .	Wed., Oct. 13 to Sat., Oct. 16
Final Examination Days for Other Students (Lec) . . . . .	Mon., Oct. 18 to Fri., Oct. 22
(Classes End)	Fri., Oct. 22
Last Day for Submitting Final Grades (Graduating) . . . . .	Fri., Oct. 22
Last Day for Submitting Final Grades (Other Students) . . . . .	Fri., Oct. 29
Deadline for Complying All Requirements for Graduation . . . . .	Thu., Nov. 4
Academic Council (AC) Meeting to Approve Graduation of Candidates . . . . .	Fri., Nov. 5

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VISAYAS STATE COLLEGE OF AGRICULTURE  
Baybay, Leyte

ACADEMIC CALENDAR  
1982-1983

Second Semester, 1982-1983

1982

Last Day for transfer Students to File Application for Admission . . . . .	Mon., Oct. 11
Validating Tests for Advanced Credits (Transferees) . . .	Mon., Oct. 25 to Fri., Oct. 29
Medical Examination . . . . .	Mon., Oct. 11 to Sat., Nov. 6
Registration for Freshmen and Regular Students . . . . .	Wed., Nov. 3
General Registration . . . . .	Thu., Nov. 4 to Sat., Nov. 6
Classes Begin . . . . .	Mon., Nov. 8
Last Day for Late Registration . . . . .	Fri., Nov. 12
Last Day for Graduating Students to File Application for Graduation . . . . .	Fri., Dec. 10
CHRISTMAS VACATION . . . . .	Sat., Dec. 18 to 1983
Classes Resume . . . . .	Sun., Jan. 2
Last Day for Dropping Subjects . . . . .	Mon., Jan. 3
Mid-Term Examination Days (Laboratory) . . . . .	Fri., Jan. 14
Mid-Term Examination Days (Lecture) . . . . .	Mon., Jan. 17 to Fri., Jan. 21
Physical Education Days for College Students . . . . .	Mon., Jan. 24 to Fri., Jan. 28
Pre-registration Days for Regular Students . . . . .	Thu., Feb. 3 to Fri., Feb. 4
HONORS DAY . . . . .	Thu., Feb. 17 to Fri., Feb. 18
Final Examination Days for Graduating Students (Lab) . . .	Fri., Feb. 18
Final Examination Days for Other Students (Lab) . . . . .	Fri., Mar. 11 to Tue., Mar. 15
Final Examination Days for Graduating Students (Lec) . . .	Mon., Mar. 14 to Fri., Mar. 18
Final Examination Days for Other Students (Lec) . . . . .	Wed., Mar. 16 to Sat., Mar. 19
Classes End)	Mon., Mar. 21 to Fri., Mar. 25
Last Day for Submitting Final Grades (Graduating) . . . . .	Fri., Mar. 25
Last Day for Submitting Final Grades (Other Students) . .	Thu., Mar. 31
Deadline for Complying All Requirements for Graduation . .	Mon., Mar. 28
Academic Council (AC) Meeting to Approve the Graduation of Candidates . . . . .	Tue., Mar. 29
Meeting of the Board of Trustees to Confirm Graduation . .	Fri., Apr. 1
COMMENCEMENT EXERCISES . . . . .	Sat., Apr. 2

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VISAYAS STATE COLLEGE OF AGRICULTURE  
Baybay, Leyte

ACADEMIC CALENDAR  
1982-1983

1983 SUMMER CLASSES

Registration	Mon., Apr. 11 to
Classes Begin	Wed., Apr. 13
Last Day for Late Registration	Thu., Apr. 14
Mid-Term Examinations	Fri., Apr. 15
Last Day for Dropping Subjects	Tue., May 3 to
Final Examinations	Wed., May 4
	Sat., May 7
	Mon., May 23 to
	Tue., May 24
Last Day for Submitting Grades	Mon., May 30

SUMMARY OF CLASS DAYS IN SUMMER 1983

Month	M	T	W	Th	F	S	Total
Apr.	2	2	2	3	3	3	15
May	3	4	3	3	2	3	18
Total	5	6	5	6	5	6	33

HOLIDAYS

A. Legal (MEC Memorandum No. 17, s. 1982)

Sat., June 12, 1982	- Philippine Independence Day
Mon., July 5, 1982	- Philippine Republic Day
Tue., Nov. 30, 1982	- Bonifacio Day
Sat., Dec. 25, 1982	- Christmas Day
Thu., Dec. 30, 1982	- Rizal Day
Sat., Jan. 1, 1983	- New Year
Thu., Mar. 31, 1983	- Maunday Thursday
Fri., Apr. 1, 1983	- Good Friday
Sat., Apr. 9, 1983	- Bataan Day
Sun., May 1, 1983	- Labor Day

B. Local Holiday

Wed., Oct. 20, 1983	- Leyte Landing
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