

1 **MINUTES OF THE 109th University ADCO MEETING (Special)**
2 **Friday – 18 July 2014**
3 **2nd Floor – University Review Center**
4 **Visayas State University**
5 **Visca, City of Baybay, Leyte**

6 **ATTENDANCE:**

7 **A. Present**

8	1.	ABAMO, Antonio P.	Dean, College of Management & Economics
9	2.	ASIO, Victor B.	Dean, College of Agriculture
10	3.	BACUSMO, Jose L.	<i>PRESIDENT & Chairman</i>
11	4.	BELONIAS, Beatriz S.	Dean, Graduate School
12	5.	CANO, Lourdes B.	Director for Administration
13	6.	CENIZA, Ma. Juliet C.	Director, NCRC-Visayas
14	7.	CUADRA, Lijueraj J.	OIC Dean, College of Education
15	8.	GAPASIN, Ruben M.	Director, NARC
16	9.	GUARTE, Roberto C.	VP, Administration and Finance
17	10.	ISRAEL, Nestor M.	Director, General Services Office
18	11.	LAÑADA, Eugene B.	Dean, College of Veterinary Medicine
19	12.	LAUZON, Roberta D.	Dean, VSU Tolosa
20	13.	LORETO, Alan B.	Executive Assistant
21	14.	LORETO, Manolo Jr. B.	Dean of Students
22	15.	PARDALES, Andreli D.	Head, University Library
23	16.	PATINDOL, Remberto A.	Dean, College of Arts and Sciences
24	17.	QUEVEDO, Marcelo A.	Director, PhilRootcrops
25	18.	TUdTUD, Daniel Jr. M.	University Secretary
26	19.	TULIN, Edgardo E.	VP, Instruction
27	20.	VELASCO, Eliezer L.	University Registrar
28	21.	YU, Elwin Jay V.	Head, Health Services Office

29 **B. Not Present**

Represented by/Remarks

30	1.	ALBEOS, Felipe Q.
31	2.	AMPAC, Louella C.
32	3.	BALBARINO, Edwin A.
33	4.	CAPUNO, Othello B.
34	5.	COME, Renezita S.
35	6.	ESGUERRA, Erlinda S.
36	7.	GARCIA, Pastor P.
37	8.	PADAYAO, Marichu M.
38	9.	SANTOS de los, Janet Alexis A.
39	10.	SAZ, Efren B.
40	11.	VELARDE, Rosa Ofelia D.

41 **C. Others Present**

42	1.	MORENO, Luz O.	Faculty Regent
43	2.	GUINOCOR, Rysan C.	University Legal Officer

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1 **I. ROLL CALL**

2 Dr. Jose L. Bacusmo, University President, inquired from the University
3 Secretary whether there was a quorum of members present for the meeting.

4 The University Secretary informed the President that there was a quorum of
5 members present for the 109th UADCO meeting.

6 II. CALL TO ORDER

7 President Jose L. Bacusmo declared a quorum and called the meeting to order
8 at 8:45 A.M.

9 **III. PRESIDENT’S REPORT**

10 The President informed the Council that the meeting is a Special Meeting and
11 will tackle only a few items that will be discussed in the upcoming Board of
12 Regents' meeting. The President's report will be given in the next regular UADCO
13 meeting.

14 **IV. ADOPTION/APPROVAL OF THE AGENDA**

15 The President requested the Council to look at the Agenda for the 109th
16 UADCO Meeting:

17 **PROPOSED AGENDA**

- 18 I. Roll Call and Declaration of Quorum
19 II. Call to Order
20 III. Adoption of the Proposed Agenda
21 IV. Calendar of Business

22 **A. New Business**

- 23 1. Compensation for a Professional Mechanical Engineer (Part-time)
- 24 2. Proposal to Increase the Rental Rates of the Newly Renovated VSU
- 25 Convention Hall
- 26 3. Project: Cumulus One
- 27 4. Proposal to Increase the Privileges Granted to VSU Faculty Pursuing
- 28 Doctorate Degree under the VSU Fellowship Grant
- 29 5. Organizing a VSU Diabetes Club
- 30 6. Abolition of 14 Higher Faculty Positions to Create 28 New Instructor
- 31 I Positions

- 1 7. DBP National Rehabilitation Program for Calamity-Stricken Areas
2 (Loan)
3 8. Ambulant Vendors in the VSU EcoPark
4 9. Proposal to Hire Retired Faculty with PhD degrees

5 Dr. Ma. Juliet C. Ceniza moved for the approval of the Agenda of the 109th
6 UADCO Meeting, as presented.

7 Dr. Roberta D. Lauzon seconded the motion.

8 The University Administrative Council passed

9 **University Administrative Council**
10 **Visayas State University**
11 **Visca, City of Baybay, Leyte**

12 **Resolution No. 35**
13 ***Series of 2014***
14

15 Approving the Agenda for the 109th University Administrative Council meeting
16 dated 18 July 2014 held at the 2nd Floor, Center for Continuing Education (CCE)
17 Building, VSU Main Campus, Visca, City of Baybay, Leyte, as presented.

18 **Univ. ADCO Action : APPROVED**
19 **Date : 18 July 2014**
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21 **V. NEW BUSINESS**

- 22 1. Request of the College of Engineering to hire a Professional Mechanical
23 Engineer (Part-time) at the rate of P500.00/hour

24 President Jose L. Bacusmo requested Dr. Roberto C. Guarte, Dean of the
25 College of Engineering, to present the proposal.

26 Dr. Guarte informed the Council that the College of Engineering (CE)
27 has been offering the BS Mechanical Engineering program for the past three (3)
28 years. This semester marks the 4th year of offering and two (2) major courses
29 require the services of a Professional Mechanical Engineer (PME) as teacher for
30 the subjects. The services of a PME is mandated per CMO No. 8, s. 2008. The
31 College does not have a PME from among its faculty since people with this
32 qualification are quite few nationwide. Quite a number of major courses in the 4th
33 year and 5th year require the services of a PME.

34 Dr. Guarte informed the Council that the CE was able to locate a PME
35 but that he was working with the Energy Development Corporation (EDC) in

1 Kananga, Leyte. The prospective PME was also asking for a higher rate
2 (*compared to part-time teachers*) because he has to travel back-and-forth from
3 Kananga to VSU and back. Thus, it is proposed that the prospective PME be paid
4 P500 per hour inclusive of travel expenses for teaching 2 courses in the Main
5 Campus this 1st Semester, SY 2014-2015.

6 The President commented that it is imperative that the Main Campus get
7 the services of a PME this semester to ensure that our students are not later
8 prevented from taking the Board Examination like what happened to the BS
9 Geodetic Engineering graduates of EVSU who were barred from taking the
10 Board Exam because some of their major courses were not taught by a licensed
11 Geodetic Engineer.

12 Prof. Alan B. Loreto informed the Council that the Director of Finance,
13 Ms. Louella C. Ampac opined that the University should follow whatever
14 existing fee structure for part-time teachers. With regard miscellaneous expenses
15 (*transportation*), it will be quite difficult to get this past the COA.

16 The President inquired whether there was any other way by which we
17 will be able to provide a competitive remuneration to this PME so that he can
18 teach this 1st semester.

19 Dr. Guarte indicated that this proposal to give a remuneration of
20 P500/hour to the PME is not just about the face value of money since the request
21 has a lot of implications for the University. Dr. Guarte stressed that it is the
22 responsibility of the University to secure the services of a qualified teacher in
23 accordance with the CMO 8, s. 2008. The only way that the University will be
24 able to get the services of the PME will be to endorse this request for final
25 approval by the Board of Regents.

26 Dr. Victor B. Asio indicated that while he is aware that this is a very
27 urgent matter and that personally, he is supportive of the proposal, he requested
28 that the nomenclature classifying temporary faculty be streamlined so that the

1 guidelines governing their hourly rates are clear to all. As it is, different
2 terminologies muddle the rates especially for the part-time teachers.

3 Dr. Antonio P. Abamo likewise expressed his agreement regarding the
4 request of Dr. Asio.

5 President Bacusmo clarified that what makes this instance “special” is the
6 fact that the teacher (PME) lives far from the campus and to be able to teach in
7 the Main Camus, he has to travel to and from his workplace. This, the BOR
8 approved rate for part-time teachers does not apply.

9 Dr. Cano commented that the Palompon Institute of Technology (PIT)
10 also had a similar problem with their BS Mechanical Engineering program. In
11 the case of the PIT, they secured the services of a PME from Cebu and PIT paid
12 him a BOR approved remuneration of P6,500/week to teach some major courses
13 in PIT which is inclusive of all expenses.

14 Dr. Roberta D. Lauzon expressed her hope that for all part-time teachers
15 with professional degrees like lawyers and certified public accountants (CPAs),
16 their hourly rates would also be comparable with that given to the PME.

17 Dr. Beatriz S. Belonias commented that Atty. Peñaranda teaches a course
18 in the LAM program of the University and is paid P250.00/hour as a Professional
19 Lecturer. Now, we have Adjunct Professors who are paid higher at P300.00/hour
20 for masteral degree holders and P400.00/hour for doctoral degree holders.

21 The President commented that adjunct professors are like *Professor*
22 *Emeriti*. They are not programmed as if they are regular faculty. In many cases,
23 being an adjunct in a University may even be just an “affiliation”. Thus, if we
24 program them to teach regularly, then we should not call them “adjunct”.
25 Usually, these adjunct professors work actively in international research centers.

26 Dr. Belonias clarified that adjunct professors are hired only when an
27 academic unit does not have faculty in a particular field of expertise. Only then
28 can an adjunct be hired.

1 Dr. Cano expressed her concern that if the University will continue using
2 the terms *Professor Emeritus* and Adjunct Professor, these people will not earn
3 points for the University insofar as SUC Levelling is concerned since only
4 Regular and Part-time faculty will earn points.

5 Dr. Tulin replied that at this point, the Council is just focusing on the
6 academic specialization angle and not about the SUC levelling.

7 The President pointed out that if they teach some courses even on a part-
8 time basis, they can still be given points in the SUC levelling. The President
9 indicated that the University needs to obtain 12 points under Human Resource
10 which includes a maximum points of 2.0 for the faculty (with PhD). So far, the
11 best the University can get from this is a meager 0.25 points (out of 2.0). Every
12 fraction is therefore very important if the University is to retain its Level 4
13 accreditation.

14 President Bacusmo pointed out that VSU is the only Level 4 institution in
15 Region 8 and it carries with it some advantages like: (1) receiving a much bigger
16 budget including Capital Outlay and MOOE; (2) authorized to have 4 Vice
17 Presidents; and (3) more faculty and administrative positions. Under this
18 levelling regimen, the small become smaller while the Big become BIGGER.
19 The President then paraphrased what Dr. Mahilom once said, to wit: "*This world*
20 *is full of inequalities. Those who have the best of it, just consider themselves*
21 *lucky*".

22 Prof. Manolo B. Loreto informed the Council that he once met a PME in
23 Manila who was teaching part-time at Palawan State University. The PME said
24 that he taught at PSU from Monday to Wednesday and was doing his other work
25 in Manila the other days of the week and that he was paid P50,000/month.

26 The President indicated that he will discuss this proposal in the Board
27 meeting in better detail.

28 Dr. Edgardo E. Tulin moved for the approval of the proposal, as
29 presented.

1 Dr. Roberto C. Guarte seconded the motion.

2 No objections were raised.

3 The University Administrative Council passed

4 **University Administrative Council**
5 **Visayas State University**
6 **Visca, Baybay, Leyte**

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8 **Resolution No. 36**
9 ***Series of 2014***

10 Approving the request of the College of Engineering to hire a Professional
11 Mechanical Engineer (Part-time) at the rate of P500.00/hour, as presented and
12 strongly endorsing the proposal for Approval by the VSU Board of Regents.

13 **Univ. ADCO Action : APPROVED**

14 Date : 18 July 2014

15 2. Proposal to Increase the Rental of the Newly Renovated VSU Convention Hall

16 The President informed the Council that on account of the many queries
17 regarding the proposal last meeting, this is being calendared to finally get the
18 electricity consumption estimates to make sure that the University does not end
19 up losing money for renting out this place to interested parties.

20 Dr. Guarte informed the Council that the estimated cost per hour of usage
21 is P350.00 computed as follows: Electricity consumption/hour (45kw/hour)
22 multiplied by P8.00/kw. However, the rate should be benchmarked with an
23 existing competitor in the area (Palermo Hotel) which charges P10,000 for the 1st
24 four (4) hours for the use of a similar facility but which is actually any about ¼
25 the size of the VSU Convention Hall. Given this fact, it would be fair for the
26 university to also charge the same rental for the 1st four (4) hours.

27 Dr. Guarte also pointed out that the rental schedule covering VSU
28 employees and student-sponsored activities remain unchanged. What has
29 changed is only that for outsiders for the 1st four (4) hours from P5,000.00 to
30 P10,000.00. With regard the succeeding hours, for VSU employees and student-
31 sponsored activities, they will be charged P1,500.00/hour for every hour beyond
32 the 4-hour minimum. On the other hand, outsiders will be charged
33 P2,000.00/hour for every hour or fraction thereof beyond the 4-hour minimum.

1 President Bacusmo clarified that the minimum time for rental is four (4)
2 hours and that the time of reckoning starts when the airconditioner is put on. This
3 means that even if you only use the facility for 2 hours, the 4-hour minimum
4 time will still be imposed.

5 Prof. Manolo B. Loreto requested clarification as the amount charged for
6 the use of the facility for USSO-sponsored activities including the NSTP.

7 Dr. Lijuera J. Cuadra inquired whether the VFES can also be considered
8 part of VSU since there is an existing MOA between VSU and VEFI.

9 Dr. Guarte commented that for University sponsored activities including
10 the NSTP and also for VEFI, an electricity flat-rate charge of P500.00 per hour
11 will be charged for the use of the facility including airconditioning.

12 The President then itemized the following inclusions to the proposed
13 rates will strictly be for the use of the VSU Convention Hall:

14	VSU Employees/Student Sponsored	Outsiders
15	a. <i>Free</i> electricity for airconditioning	<i>Free</i> electricity for airconditioning
16	b. <i>Free</i> sound system	<i>Free</i> Sound system
17	Other Charges	Other Charges
18	c. A separate fee of P240.00 will be	No charge for utility worker
19	collected for the overtime pay of	
20	the utility worker	
21	d. LCD usage subject to a BOR	LCD usage subject to a BOR
22	approved fee of P300.00/hour	approved fee of P300.00/hour
23	e. A fee of P1.00/chair will be charged	A fee of P1.00/chair will be charged

24 Dr. Edgardo E. Tulin moved for the approval of the proposal, as
25 presented.

26 Dr. Antonio P. Abamo seconded the motion.

27 No objections were raised.

28 The University Administrative Council passed

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University Administrative Council
Visayas State University
Visca, Baybay, Leyte

Resolution No. 37
Series of 2014

Approving the increase in the rental rates for the use of the newly renovated VSU Convention Hall, as presented and strongly endorsing the proposal for Approval by the VSU Board of Regents.

Univ. ADCO Action : APPROVED
Date : 18 July 2014

3. Cumulus One Project

The President informed the Council that a group of computer programmers, all graduates of VSU, have put together a proposal for the development of a “*cloud-based enrolment system for the VSU*”. The President indicated that he has realized the importance of “cloud computing” because of what happened to the records at VSU Tolosa after Typhoon Yolanda. There is a need to upload the data on the net but also has to safeguard it against possible loss.

President Bacusmo then requested Mr. Norman Villas, a member of the Cumulus One Project, to make the presentation.

Mr. Villas informed the Council that Cumulus One aims to address the need for an enrolment software that will have an interphase for teachers so that the problem of late submission of grades can be mitigated or even totally eliminated.

Mr. Villas pointed out that the present enrolment program uses MS Access database which is a very slow and outdated software and is good only for 10 simultaneous users at a time. The proposed Cumulus One will be cloud-based and will have three (3) important features over the present system:

- a. be capable of on-line enrolment to eliminate the long queues at enrolment time;

- b. the creation of a new portal from which the faculty will be able to input their grades thus mitigate if not totally eliminate the problem of late submission of grades; and
- c. eliminate “overpopulation” of class sizes.

Mr. Villas indicated that the Cumulus One project will choose the Agile Development for the system life-cycle with Engr. Winston Tabada as the overall manager of the project. The project will utilize an open source programming language, JAVA platform language for the development of the software. This is a very powerful programming language and will require more than two (2) person to develop the program. The Project will also need powerful servers and a leased line with a big bandwidth since the program will be “cloud computing”. One of the servers will be used to prevent hacking of the data or damage to the main program.

Mr. Villas further narrated that for the data base, the Project will utilize MySQL for data base because it is much better than MS Access in holding large databases. MySQL is also an open-source data base meaning that it can be used free of charge since there is no proprietary license governing its use. Further, the Project will use either Ubuntu or Linux for its operating system as these are also open sourced and free. The Project will be using Trello for Project Management and debugging.

Mr. Villas indicated that in order to prevent any hacking on the data, the data will reside only in the local area network (LAN) and not uploaded in the Net. Mr. Villas explained that if we get a Server from the outside, the database server and the front-end server is just in the same computer. This will be more vulnerable to hacking. To prevent this, the Project will make a design such that the data server will reside only in the LAN of the University. Thus, what an outsider can see is just the front end. The use of JAVA will make it even more difficult for hackers to enter the system especially because the Project will also import Transport Layer Security or the SSL (Secure Socket Layer). This means

1 that the data will be encrypted and will not be readable to any potential hacker.
2 Thus, the developer (computer programmers) will install the script and the
3 Project provide the documentation so that whoever gets to run the operations in
4 the future.

5 Mr. Villas then proceeded to present the Project schedule covering the
6 next 18 months, as follows:

7 Tranche 1 – this will run or a 6 month period in which the Team will cover the
8 Core System, meaning that the Team will convert the present MS
9 Access based system into a Web-based platform.

10 This will also include the Registration module which will
11 eliminate the long queues as well as the Administrator and
12 Cashiering.

13 Tranche 2 – this will run for 5 months which will now include providing
14 faculty with an on-line class roster (including attendance of
15 students) as well as on-line submission of grades.

16 The students will also be able to enroll on-line and will be
17 provided with an “on-line profile management” system where
18 they will be able to upload their own picture of choice which can
19 be used for their VSU IDs.

20 The system will also enable the students to view in “real-
21 time” the enrolment data-viewing meaning the students can view
22 the number of students already enrolled in a particular course and
23 whether the course is closed or not.

24 Tranche 3 – this will run for 4 months and will be for “*other role based*
25 *features like Administrative Staff, Cashiering and the Super*
26 *Administrator*”. At present, the Cashiering is beset with many
27 problems foremost of which is the intermittent link with the
28 network which hampers the electronic recording of the payments.

1 Tranche 4 – will run for a period of 3 months for mobile testing and
2 debugging. After the testing is done, only then will there be full
3 implementation of the project.

4 Technical – the Team will provide technical support for a year after full
5 project Support implementation.

6 Fees – Miscellaneous Fees (P100.00 per student) – amount will be used to
7 maintain the two (2) leased lines each with a bandwidth of
8 45mbps.

9 On-Line Enrolment Fee (50.00 per student) – to be
10 collected by the University for those students who enroll on-line.

11 Profession Fee (for the programmers) – P1.26 million at
12 P15,000/month for 5 computer programmers for a period of 18
13 months.

14 The Programmers – Mr. Norman Villas – Registrar’s Office, VSU
15 Mr. Leo Villasica – Exist Software Laboratory
16 Mr. Rommel Campos – Exist Software Laboratory
17 Mr. Ivan Gonzales – RipeConcepts Inc.
18 Mr. Micco Barua – ICT Weesam Express

19 President Bacusmo thanked Mr. Villas for the very through presentation.

20 The President requested for ideas from the members of the Council.

21 Dr. Guarte also commended Mr. Villas for coming up with a very good
22 proposal which is in line with the University’s ISSP.

23 The President informed the Council that the ISSP proposal is for the
24 computerization of the whole campus including the interconnectivity with the
25 satellite campuses. Funds for this project will come from the MITHI Funds
26 which comes from the government. This ISSP proposal is a component of the
27 government’s overall plan to interconnect all agencies and offices of government
28 including SUCs. Fortunately for VSU, we have been selected as part of the
29 government project which will be implemented starting 2015 until 2017. The
30 University submitted its ISSP proposal to the DBM last May 2014.

1 Dr. Guarte explained, in a nutshell, the rationale of the project, to wit:
2 *“The government would like all the SUCs to be 100% interconnected to the*
3 *internet because they need to collect data immediately”*. For instance, a VSU
4 graduate is applying for a job in Saudi Arabia and the Saudi company will ask
5 the CHED to verify the Transcript of Records (TOR), the CHED can just access
6 the files of the University and verify the authenticity of the TOR presented to the
7 Saudi company. Eventually, all agencies and instrumentalities of the government
8 will be interconnected through the internet.

9 Dr. Guarte pointed out that the proposal presented by Mr. Villar will
10 definitely be a component of the whole interconnectivity process under MITHI.
11 Internally, within the VSU system, all units of the University should also be
12 interconnected and the Cumulus One project proposal is an important part of the
13 overall interconnectivity since it will also link the students and the teachers and
14 the administrators and even other units like the Library, Accounting, Cash,
15 Registrar’s Office and others. The University will need to generate reports for
16 many of its interested publics: PCAARRD-DOST for research, CHED for
17 curricular programs and even budget; DBM for budget and other financials.

18 The MITHI proposal is complex as it is huge. It will require that the
19 University establish an effective networks inside the VSU system and for this to
20 happen, Engr. Winston Tabada and Engr. Sean Villagonzalo will be important
21 members of the VSU Team that will develop the interconnectivity. Dr. Guarte
22 mentioned again that the interconnectivity will extend to the satellite campuses
23 of the University system.

24 Dr. Guarte took the opportunity to inform the Council that VSU will
25 again tap PREGINET, the DOST funded internet Portal, as its Internet Service
26 Provider (ISP) and highlighted the main features of the upcoming
27 interconnectivity project, as follows:

28 Phase I – involves the upgrading of the VSU network infrastructure and the
29 integration of the iPbx to the network of the Main Campus. This

1 will mean that all land line telephone connections will be
2 eliminated so that all communications will be done through the
3 internet. This requires improved connectivity with PST and the
4 Provider (PREGINET). The University will be able to realize so
5 much savings from the cutting off of many landline connections.

6 Phase II – involves the upgrading of the internet connection between the
7 Main Campus and the satellite campuses. The proposal calls for
8 the upgrading of the internet bandwidth between the Main
9 Campus to 10 mbps and for the Satellite campuses to 4.0 mbps.

10 Phase III – upgrading of computer libraries in departments offering science
11 and engineering; the establishment of computer laboratories in
12 non-engineering departments; and the establishment of a
13 computer room especially for the faculty in each college.

14 Phase IV – involves the establishment of the security and fire alarm system
15 including the installation of security (CCTV) cameras in key
16 offices and buildings of the University. Likewise, it is expected
17 that a fire alarm system will be installed in critical buildings and
18 laboratories and the creation of an office that will monitor and
19 manage the CCTV camera and fire alarm system.

20 Phase V – involves the development, upgrading and integration of the
21 University's Information systems with the following expected
22 outputs:

23 a. enhance integrated web-based on-line registration system to
24 include the following modules:

- 25 1) class scheduling;
- 26 2) enrolment;
- 27 3) grade submission;
- 28 4) student grades;
- 29 5) accounts; and a few others

1 Dr. Guarte mentioned that the only hitch to the implementation of this
2 part of the Plan is that the CHED has already created a Team to develop this
3 component (similar to Cumulus One). Dr. Guarte indicated that once the CHED
4 is able to come up with this, it will require all HEIs to adopt their program.
5 However, during the MITHI workshop, VSU was given the leeway to make a
6 proposal along this line.

7 Dr. Guarte also informed the Council that the e-NGAS of the COA is
8 being revived. Further, VSU is also expected to undertake the following:

9 a. develop, upgrade and integrate the HRMIS, to include:

- 10 1) daily attendance tracking;
- 11 2) service records;
- 12 3) payroll;
- 13 4) monitoring of leaves of personnel; and
- 14 5) an EPI for connecting with GSIS, DBM and Civil Service Commission.

15 b. develop, upgrade and integrate an e-Library, to include:

- 16 1) cataloguing;
- 17 2) reservation;
- 18 3) borrowing; and
- 19 4) an EPI to the NLEs e-Library.

20 c. Develop, upgrade and integrate the financial management system, to include:

- 21 1) allocation;
- 22 2) obligation;
- 23 3) ALOBS;
- 24 4) JAO entries;
- 25 5) bookkeeping; and
- 26 6) check disbursements.

27 d. upgrading of hardware and software of different offices in the Main Campus
28 and Satellite Campuses including:

- 29 1) office productivity software; and

1 2) installation of active network components.

2 After the presentation, President Bacusmo pointed out that the University
3 system will be fully computerized including hopefully, the evaluation of the
4 professors. The President indicated that the MITHI funds have not yet been
5 released but that is will be released soon.

6 Dr. Guarte indicated that the University will still have to wait until such
7 time that the cabling and other physical requirements as programmed under the
8 MITHI Proposal is realized.

9 The President indicated that given this development, it would be best to
10 wait and make clarifications as to the directions the University will take *vis-à-vis*
11 the proposal although he was of the position that the proposal was sound and
12 deserves to be given a try.

13 The University Administrative Council was agreed that it would be best
14 to wait until the physical infrastructure like cabling and the transfer of the VSU
15 Computer Center is effected from the ODREx to the DCST Building and the
16 MITHI program of government will be finally implemented.

17 4. Proposal to Increase the Privileges Granted to VSU Faculty Members Pursuing
18 Doctoral Studies under the VSU Fellowship Grant

19 The President informed the Council that the University is hemorrhaging its
20 PhD faculty at a very alarming rate. The President mentioned that when he
21 assumed the Office in 2007, there were 105 active PhDs in the employ of the
22 University. This number is down to about 79 as of the moment. More faculty
23 with PhDs will retire by next year. If this hemorrhage is not abated, the University
24 will be put in a very precarious situation vis-à-vis its institutional accreditation
25 level. It is for this reason that the university is encouraging its faculty to pursue
26 doctorate degrees in their fields of specialization to fend off the specter of VSU
27 losing its Level 4 institutional accreditation status.

28 The President indicated that VSU is offering a Fellowship Grant to
29 faculty members who wish to pursue doctorate degrees who were unable to get

1 regular scholarships through external funding. The financial privileges though
2 are quite low compared to what DOST, for instance, give to its scholars. Thus,
3 the University has decided to increase the financial privileges, specifically the
4 stipend and thesis support of VSU Fellowship grantees. The President then
5 directed the members of the Council to consider the matrix presented, which had
6 been approved by the Academic Personnel Board (APB) for deliberation of the
7 body.

	<u>Existing Rate</u>	<u>Proposed Rate</u>
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9	1. <i>Monthly Stipend</i>	P 7,500.00 P 15,000.00
10	2. <i>School Fees</i>	Variable No change
11	3. <i>Dissertation support</i>	P50,000.00 P100,000.00
12	4. <i>Transportation Allowance</i>	One Round trip (economy) No change
13	5. <i>Book Allowance</i>	P5,000/semester No change

14 The President then requested the member of the Council to comment on
15 the proposal.

16 Dr. Lauzon inquired whether faculty from the VSU Tolosa who are about
17 to finish or have just completed their masteral degrees can be sent out
18 immediately for PhD studies.

19 Dr. Tulin replied that for as long as this is par tof the Faculty
20 Development Program of the campus, this is allowable. Dr. Tulin likewise
21 indicated that he was for increasing the stipend to P20,000/month.

22 President Bacusmo commented that since Ms. Ampac is not present, the
23 final amounts should only be tentative. Ms. Ampac and Engr. Mario Valenzona
24 are attending a Yolanda Rehabilitation meeting in Tacloban with the DPWH,
25 DBM and CHED.

26 Dr. Lauzon inquired whether the PhD students of the satellite campuses
27 are also covered by this.

28 The President replied that he would like to discuss this with the Director
29 for Finance.

1 Dr. Tulin clarified that because of the SCU levelling, faculty are
2 discouraged from studying in their own “home institution” since they will not be
3 counted in the levelling.

4 The President informed the Council that other SUC Presidents – who
5 would like their SUCs to also qualify for Level 4 - raised the query why faculty
6 studying in their own home institutions when in fact, their own institutions have
7 better quality instruction than others. The President indicated that in his comment
8 regarding this issue, he indicated that it is necessary that a University have
9 “diversity” meaning that the faculty should receive their training in different
10 institutions so that different ideas will continue to prosper within the University
11 system. Only under this situation can the best ideas be distilled and implemented.
12 The “*clash of ideas given different cultural and intellectual regimens*” remain the
13 best way of fomenting healthy discussion of issues affecting the University by
14 University constituents.

15 Toward this end, the President indicated that for Agriculture, the
16 recommended schools now include Central Luzon State Univeraity (CLSU) and
17 Benguet State University (BSU).

18 Dr. Antonio P. Abamo moved for the approval of the proposal, as
19 proposed, *Subject to* availability of funds.

20 Dr. Lourdes B. Cano seconded the motion.

21 No objections were raised.

22 The University Administrative Council passed

23 **University Administrative Council**
24 **Visayas State University**
25 **Visca, Baybay, Leyte**

26
27 **Resolution No. 38**
28 ***Series of 2014***

29 Approving the proposal to increase the privileges granted to VSU faculty
30 members pursuing doctoral studies under the VSU Fellowship Grant, as presented,
31 *Subject to* availability of funds and strongly endorsing the proposal for Approval by
32 the VSU Board of Regents.

33 **Univ. ADCO Action : APPROVED**
34 **Date : 18 July 2014**

1 5. Proposal to Organize a Diabetes Club in the Main Campus

2 The President requested the Dr. Elwin V. Yu, Head of the University
3 Health Services, to make the presentation.

4 Dr. Yu informed the Council that University Health Services is aware of
5 the increasing number of faculty and staff afflicted with *diabetes mellitus* (Type
6 II Diabetes) and would like to reduce the complications arising from this
7 condition. In essence, the proposal is for the creation of a Diabetes Club that will
8 spearhead activities that will mitigate the complications arising from diabetes.
9 There will be weekly activities to include: sugar monitoring, lecture/consultation
10 on nutrition, weight monitoring, physical exercises, mitigation of possible
11 complications like foot care, kidney care, and even the eyes and the heart.

12 Dr. Yu indicated that he was able to talk to Dr. Sheryl Pascual, an
13 internist from Ormoc City who has also trained for 2 years as a diabetologist. Dr.
14 Pascual also has a clinic in Baybay where she hold consultations once a week.
15 The establishment of Diabetes Clubs is part of her advocacy in the Diabetes
16 Association. In this regard, she will come over to the University on 25 July 2014
17 and she will bring with her a nutritionist who will lecture on the right food that
18 diabetics should eat. Then, after three (3) months of holding weekly diabetes
19 clinics, Dr. Pascual hopes to set-up a Diabetes Club. During these weekly
20 sessions, Dr. Pascual will also train us how to take care of diabetes and its
21 complications. In the long-run, she will become the Club adviser.

22 Dr. Yu indicated that per existing retainer's fees, she indicated that her
23 rate is P300.00 per hour and will be holding her weekly consultation from 8:00
24 AM to 11:30 AM every Friday. Dr. Yu indicated that the VSU Health Service
25 will foot the professional fee if this will be approved by the Council. The
26 members will only have to pay for the sugar monitoring. Dr. Yu likewise
27 indicated that outsiders may also apply for membership but they will be made to
28 pay a fee. After the three month period is over, the newly organized club will
29 take over the operations of the club including the professional fee of Dr. Pascual.

1 The President indicated that for those faculty and staff who would like to
2 become members, they should send their intent to become members to the Office
3 of the University President. On the issue of whether these employees will be on
4 “Official Time” while they are attending the sessions from 8:00 AM to 11:30
5 AM, needs to be clarified.

6 However, the President indicated that he fully supports the creation of a
7 Diabetes Club in the Main Campus.

8 Dr. Othello B. Capuno moved for the approval of the proposal, as
9 presented.

10 Dr. Ma. Juliet C. Ceniza seconded the motion.

11 The University Administrative Council passed

12 **University Administrative Council**
13 **Visayas State University**
14 **Visca, Baybay, Leyte**

15 **Resolution No. 39**
16 **Series of 2014**
17

18 Approving the proposal for the creation of a Diabetes Club in the Main
19 Campus, as presented and strongly endorsing the proposal for Approval by the VSU
20 Board of Regents.

21 **Univ. ADCO Action : APPROVED**

22 Date : 18 July 2014
23

24 6. Computation of Savings to Abolish 14 High Level Faculty Positions to Create 28
25 New Instructor I Positions

26 The President informed the Council that this is still part of the “*scrap and*
27 *build policy*” of the DBM. There is, however a danger that the University will
28 lack depth since the organization will become much flatter with more and more
29 faculty in the much lower levels and very few higher level positions left. The
30 Council should not forget that Administration is still trying its best to directly
31 hire persons with PhDs in fields needed by the University and so, we have to
32 have some reserve positions for the direct hires.

33 Dr. Cano informed the Council that the DBM has already cut off funding
34 for all vacant positions of the University. So, there is a need to convert some of

1 these positions to Instructor I positions as these positions are very badly needed.

2 The Main Campus still has the following positions:

- 3 a. Professor 6 - 1 position
- 4 b. Professor 2 - 1 position
- 5 c. Asso. Prof. 5 - 2 positions
- 6 d. Asso. Prof. 4 - 1 position
- 7 e. Asso. Prof. 3 - 1 position
- 8 f. Asso. Prof. 2 - 1 position
- 9 g. Asso. Prof. 1 - 1 position
- 10 h. Asst. Prof. 4 - 1 position
- 11 i. Asst. Prof. 2 - 3 positions
- 12 j. Instructor 3 - 3 positions
- 13 k. Instructor 2 - 2 positions

14 Dr. Cano emphasized that the Main Campus expects that two (2) faculty
15 with Professor 6 positions will be retiring next year.

16 The President indicated that for as long as the University still has enough
17 positions, this should be alright especially because VSU is trying to lure Dr.
18 Cesar Tado of PhilRice and Dr. Lampayan of IRRI.

19 Dr. Cano informed the Council that all faculty who qualified for
20 promotion under the NBC 461 4th evaluation cycle have been promoted to their
21 new ranks. No faculty has been left "hanging".

22 Dr. Luz Moreno commented that since there are still some vacant
23 positions, maybe these positions can be used for promotions of faculty under the
24 NBC 461 5th evaluation cycle.

25 Dr. Cano replied that for 2015, the DBM has already indicated that it will
26 provide the funds needed for the upgrading/promotion of the faculty based on
27 NBC 461 5th evaluation cycle.

1 Dr. Moreno requested clarification why these vacant positions cannot be
2 given to existing faculty considering that the same vacant positions can be given
3 to new PhD recruits, NBC 461 4th/5th evaluation cycle considered.

4 President Bacusmo again explained that in the case of new PhD recruits,
5 the University has not spent any resources developing them and that the
6 University is in dire need of their expertise and so we have to be able to attract
7 (or pirate) them to VSU. The existing staff, on the other hand, were developed
8 only after the University invested a huge amount of resources, human and non-
9 human, for them to be developed.

10 The President paraphrased a quote from Dr. Mahilum, to wit: *"This world*
11 *is full of inequities, and there will be those who will be lucky"*.

12 Dr. Tulin clarified that for purposes of recruitment of PhDs from outside
13 the University, their reckoning date of their accomplishments will stop in 2010
14 only.

15 Dr. Cano also clarified that when VSU is able to recruit PhDs from other
16 SUCs, VSU will given them the same rank they occupy at present.

17 Dr. Othello B. Capuno moved for the approval of the proposal, as
18 presented.

19 Dr. Ma. Juliet C. Ceniza seconded the motion.

20 The University Administrative Council passed

21 **University Administrative Council**
22 **Visayas State University**
23 **Visca, Baybay, Leyte**

24 **Resolution No. 40**
25 ***Series of 2014***
26

27 Approving the proposal to abolish 14 high level faculty positions to create 28
28 new Instructor I positions, as presented and strongly endorsing the proposal for
29 Approval by the VSU Board of Regents.

30 **Univ. ADCO Action : APPROVED**
31 **Date : 18 July 2014**

32 7. DBP National Rehabilitation Program for Calamity Stricken Areas (Loan)

33 The President informed the Council that a personnel from the
34 Development Bank of the Philippines (DBP) visited the Office of the University

1 President and made a presentation. In brief, the DBP was presenting a “loan
2 proposal” for the University which carries with it a 6% annual interest rate and
3 payable up to 15 years. The Main Campus does not need infusion of money for
4 now. However, the Office of the University President was informed that the VSU
5 Alangalang is interested in securing a loan of this type.

6 8. Ambulant Vendors in the VSU Eco-Park

7 The President requested Dr. Edgardo E. Tulin to make the presentation.

8 Dr. Tulin informed the Council that quite a number of ambulant vendors
9 have “located themselves” in different parts of the Eco-Park. Attendant to this,
10 come the problem of garbage which becomes strewn all over the park. Dr. Tulin
11 suggested that the IGP Office subject specific areas of the Park to sub-leasing to
12 ensure that there is order in the Park and so that garbage will be properly
13 disposed of.

14 The President commented that the IGP Office has to be fair with the
15 eateries in the Market and those concessionaires in the Upper Campus Fast Food
16 area. The University was strict with AJJA, and must also be strict when dealing
17 with these ambulant vendors as well. These ambulant vendors might be the
18 subject of complaints later for unfair competition because they are nearer to the
19 students. Maybe, the IGP Office will have to study whether it would be best to
20 keep them hemmed-in in one place within the Eco-Park instead of “spreading
21 them around”.

22 Dr. Roberta D. Lauzon commented that one aspect that needs to be
23 seriously looked at is the aspect on “food quality/food safety”. The IGP Office
24 has to immediately address this to forestall any and all problems related to food
25 handling, food quality and food safety.

26 Dr. Ma. Juliet Ceniza commented that she observed in one University she
27 happened to visit, that the University has a “food square” where all kinds of food
28 were offered for sale to the students and interested persons. Maybe, VSU can
29 also have something like this.

1 President Bacusmo pointed out that this is possible and this can be
2 located in an area near the existing upper campus fast food area. The President
3 mentioned that there is a plan to fully reclaim the existing rice field at the back of
4 the Ilang-ilang Ladies Dormitory and this will be where a Food Court will be
5 established. All of the ambulant vendors will be relocated in this place.

6 Dr. Tulin pointed out that the vendors have located themselves in
7 different parts of the Eco-Park because it is a place where students usually
8 converge. The proposed site near the fast food area is a bit far from the locus and
9 students may not patronize the new place.

10 Prof. Manolo Loreto suggested that these ambulant vendors be required
11 to undergo a thorough physical and present to the IGP Office their respective
12 Health Certificates.

13 Dr. Victor B. Asio commented that many if not most of the garbage bins
14 placed all over the campus get “over turned” thereby spilling its contents and the
15 dogs and cats further scattering the garbage.

16 President Bacusmo informed the Council that he has been keenly
17 observing garbage scavengers who happen to be children from the nearby
18 barrios. These scavengers are not tall enough to look at the inside of the garbage
19 bins and so, they tip over the bins and in the process spilling its contents.

20 Dr. Asio suggested that the University fabricate metal stands for the
21 garbage bins so that it will be very difficult to tip over these bins.

22 President Bacusmo mentioned that he has encountered problems with our
23 security guards in that they are unable to thwart these children from overturning
24 garbage bins within the campus. The President pointed out that there is
25 something wrong with the way our security system works since he finds it
26 difficult to contact “roving guards” especially when there are problems inside the
27 campus.

28 The President requested the IGP Office to study the matter carefully and
29 make a recommendation on how ambulant vendors should be handled.

1 **VI. OTHER MATTERS**

2 1. Request of VSU Tolosa for the Temporary Assignment of a University for Use
3 by VSU Tolosa

4 Dr. Roberta D. Lauzon requested the President for the temporary
5 assignment of a University vehicle in the VSU Tolosa.

6 The President indicated that the Main Campus will look for a possible
7 service vehicle that can temporarily be assigned to the VSU Tolosa including a
8 driver for said vehicle.

9 2. Announcements

10 a. *Voice of VSU 2014 Contest*

11 Dr. Edgardo E. Tulin informed the Council that for the 2014 VSU
12 Anniversary, there will be a Voice of VSU 2014 Contest. This contest is open
13 to students, faculty and staff of VSU including Job-Order workers. There will
14 be three (3) rounds of eliminations: (1) at audition time (Balay Alumni); (2)
15 Elimination round (Lower Oval); and (3) Final Round (Aug. 7 at Convention
16 Hall). The big winner will get a top prize of P10,000.00.

17 b. *Faculty and Staff Night*

18 Dr. Edgardo E. Tulin informed the Council that there will be a
19 Faculty and Staff Night this coming August 9, 7:00 PM to be held at the
20 Lower Oval Stage grounds. Each of the four (4) groups under the different
21 Vice Presidents will prepare 2 to 3 numbers for presentation.

22 c. *Mapping of VSU Lands Using Drone Technology*

23 President Bacusmo informed the Council that the University will soon
24 be undertaking a mapping of its land holdings using drone technology. This
25 will be quicker and more accurate than if this were done manually. This
26 undertaking will be a joint project with Ateneo.

1 VII. ADJOURNMENT

2 After all items were discussed, President Jose L. Bacusmo thanked everybody for
3 attending the 109th UADCO meeting and adjourned the meeting at 1:29 P.M.

4 Certified True and Correct from the Transcriptions:

5 **DANIEL M. TUDTUD, JR.**
6 University Secretary

7 Attested:

8 **JOSE L. BACUSMO, *PhD***
9 University President
10 Chairperson, University Administrative Council

109th UNIVERSITY ADMINISTRATIVE COUNCIL MEETING (Special)

18 JULY 2014

CCE bldg., VSU, Visca, Baybay City, Leyte

MATRIX OF UADCO/BOR RESOLUTIONS

ISSUES DISCUSSED	UNIVERSITY ADCO RESOLUTION/ACTIONS	BOARD RESOLUTION
<p><i>Request of the College of Engineering to Hire a Professional Mechanical Engineer (Part-Time) at the Rate of P500/hour</i></p> <p>Pages 3-7</p>	<p>UADCO Res. #36, S. 2014</p> <p>APPROVED</p>	<p>BOR Res. #55, s. 2014 dated 26 July 2014</p>
<p><i>Proposal to Increase the Rental of the Newly Renovated VSU Convention Hall</i></p> <p>Pages 7-8</p>	<p>UADCO Res. #37, s. 2014</p> <p>APPROVED</p>	<p>BOR Res. #56, s. 2014 dated 26 July 2014</p>
<p><i>Cumulus One Project</i></p> <p>Page 9 - 16</p>	<p>DEFERRED</p> <ul style="list-style-type: none"> The UADCO agreed that it would be best to wait until the Physical infrastructure like cabling and the transfer of the VSU Computer Center is effected from the ODREx to the DCST building and the MITHI program of government will be finally implemented. 	<p>The said proposal was presented during the 3rd Quarter BOR meeting on 21 October 2014 at Bayfront Hotel, Cebu City but Chairperson Bautista suggested to defer Board's action on this matter. She further suggested to submit the proposal to the CHED's Technical Panel and to IBM for comments.</p>
<p><i>Proposal to Increase the Privileges Granted to VSU Faculty Members Pursuing Doctoral Studies under the VSU Fellowship Grant</i></p> <p>Page 16 - 18</p>	<p>UADCO Res. #38, s. 2014</p> <p>APPROVED</p> <p>Monthly Stipend: P15,000.00 School fees: Variable Dissertation Support: P100,000 Transportation Allowance: One round trip (economy) Book Allowance: P5,000/sem.</p>	<p>BOR Res. #79, s. 2014 dated 21 October 2014</p>
<p><i>Proposal to organize a Diabetes Club in the Main Campus</i></p> <p>Page 18 - 20</p>	<p>UADCO Res. #39, s. 2014</p> <p>APPROVED</p>	

ISSUES DISCUSSED	UNIVERSITY ADCO RESOLUTION/ACTIONS	BOARD RESOLUTION
<i>Computation of Savings to Abolish 14 High Level Faculty Positions to Create 28 New Instructor I Positions</i> Pages 20 - 22	UADCO Res. #40, s. 2014 APPROVED	BOR Res. #57, s. 2014 dated 26 July 2014
<i>DBP National Rehabilitation Program for Calamity Stricken Areas (Loan)</i> Page 22	The President informed the body that the Main campus does not need infusion of money for now. However, the Office of the President was informed that VSU Alangalang is interested in securing a loan of this type.	
<i>Ambulant Vendors in the VSU Eco-Park</i> Pages 22 – 24	The President requested the IGP Office to study the matter carefully and make a recommendation on how ambulant vendors should be handled.	
<i>Request of VSU Tolosa for the Temporary Assignment of a University Vehicle for Use by VSU Tolosa</i>	The President indicated that the Main campus will look for a possible service vehicle that can temporarily be assigned to the VSU Tolosa including a driver for said vehicle.	