

140th Board of Trustees Meeting

Wednesday, 30 July 1997

Southern Leyte State College of Science & Technology
Sogod, Southern Leyte

**APPROVED MINUTES OF THE
140TH BOARD OF TRUSTEES MEETING
Wednesday, 30 July 1997
Southern Leyte State College of Science and Technology
Sogod, Southern Leyte**

Present:

HON. ANGEL C. ALCALA **Chairman**
Chairman, CHED

HON. SAMUEL S. GO **Vice Chairman**
President
Visayas State College of Agriculture

HON. EDGARDO J. ANGARA **Member**
Chairman, Committee of Education
Senate of the Philippines

Represented by:

Mr. ROMEO DIAZ

HON. JOSE CARLOS V. LACSON **Member**
Chairman, Committee on Education
House of Representatives

Represented by:

Ms. ADORACION MONZANTO

HON. BUENAVENTURA C. GO-SOCO JR. **Member**
Regional Director
NEDA Regional Office VIII

DR. ROBERTO C. GUARTE **Board Secretary**
College Secretary
Visayas State College of Agriculture

OTHERS PRESENT AS OBSERVERS

ATTY. RUIZ
CHED, Manila

DR. PERLA M. TAN,
Interim President, ViSCA Faculty Association

MR. EFREN B. SAZ
President, ViSCA Faculty Association

MR. ALVIN TRUYA
President, ViSCA College Supreme Student Council

Absent:

HON. CIRILO BALAGAPO JR.
Regional Director
DA Region 8

I. PRELIMINARY MATTERS

A. Call to Order

After ascertaining that there was a quorum, Hon. Angel C. Alcala, Chairman of the Board of Trustees (BOT), called the meeting to order at 4:05 p.m.

B. Introduction of New BOT Members

Upon the request of the BOT Chairman, the College President and BOT Vice Chairman, Hon. Samuel S. Go, formally introduced the other members of the Board as follows: Hon. B. C. Go-Soco, Regional Director, NEDA, Region 8; Mr. Romeo Diaz representing Hon. Edgardo J. Angara, Chairman of the Committee on Education in the Senate; Ms. Adoracion Monzanto, representing Hon. Jose Carlos V. Lacson, Chairman of the Committee on Education in the House of Representatives; Hon. Cirilo Balagapo Jr., Regional Director of the Department of Agriculture in Region 8 (absent);

and Dr. Roberto C. Guarte, the College and Board Secretary. Hon. S. S. Go introduced also the following as observers of the meeting: Dr. Perla M. Tan, interim president of the ViSCA Faculty Association, Mr. Efren B. Saz, President of the ViSCA Alumni Association, and Mr. Alvin Truya, President of the ViSCA College Supreme Student Council. Their membership to the Board will commence upon submission of the following requirements: a) a resolution from the organization to be submitted to the Chairman of the Board of Trustees, thru the College President, copy furnish to the Board Secretary, b) Copy of the official constitution and by-laws, and c) for the Faculty Association, certification of recognition by the Civil Service Commission. The other present during the meeting was Atty Ruiz of CHED.

C. Approval of the Agenda

The items in the approved agenda were as follows:

1. Approval/Ratification of the Minutes
2. Matters Arising from the Approved Minutes
3. President's Report
4. New Business
 - A. Confirmation of BOT Resolution No. 23, s. 1997 (approved thru referendum, re: utilization of dormant cash balance).
 - B. Personnel Matters
 - 1) Appointment of Personnel for Board Confirmation
 - a) Appointment of Part-time Teachers
 - b) Appointment of Faculty and Staff

- c) Renewal of Appointment
- d) Change of Status from Temporary to Permanent
- e) Promotion of College Personnel
- f) Extension of Faculty Secondment

C. Application for Sabbatical Leave

- 1. Dr. O. L. Colis
- 2. Dr. C. D. Carcallas

D. Administrative Matters

- 1. Recommendation to Award by Negotiation the Additional Scope of Work for the Repair of ADE Building
- 2. Recommendation to Award by Negotiation the Additional Scope of Work for the Construction of Flood Control Systems

E. Financial Matters

- 1. Request to Use the Partial Payment of Mr. Dindo M. Campilan, a Non-returning Scholar, for ViSCA's Faculty and Administrative Staff Development and Training Program
- 2. Guidelines in the Utilization of Staff Development Funds for Academic Staff

F. Policy Matters

- 1. Proposal to Give Varying Amount of Productivity Incentive Bonus (PIB) to ViSCA Personnel
- 2. Guidelines in the Availment of Sabbatical Privilege

5. Other Matters

- 1. Delegated Authority of the College President
- 2. Honorarium of BOT Members

3. Composition of the Committee to Screen Candidates for Two Outstanding Citizens as Members of the Board of Trustees.
4. Letter-complaints of Dr. Manuel K. Palomar and Mr. Amosco and Ms. Binongo.

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

After reviewing the minutes of the previous meeting, the Board passed:

Board Resolution No. 26, 1997

Approving the Minutes of the 139th ViSCA Board of Trustees Meeting held at DECS-UL, Pasig, Metro Manila on 07 May 1997, Wednesday, from 12:15 - 1:20 p.m. without corrections.

Board Action: APPROVED

Date: 30 July 1997

Appendix A-1

III. MATTERS ARISING FROM THE APPROVED MINUTES

The College President, Hon. S. S. Go, informed the Board that the just approved request of ViSCA to grant "Amelioration Assistance" to its employees is not yet implemented as per instruction by the Department of Budget and Management.

IV. PRESIDENT'S REPORT

Hon. Samuel S. Go, upon the request of the BOT chairman, presented to the Board the following highlights of ViSCA's accomplishments:

1. ViSCA maintained its Outstanding rating in the Formal Survey conducted by the Accrediting Agency for Chartered Colleges and Universities of the Philippines (AACCUP) on March 4-6 1996 and was granted the Level II Category.
2. ViSCA Forestry graduates garnered the FIRST and FIFTH places in the latest Forestry Licensure Board Examination.

3. Research and Extension:

o ABACA

- ViSCA is implementing the following programs to sustain and improve the abaca industry in Region 8, the No. 1 supplier of abaca fiber in the Philippines. a) commercialization of abaca products and by-products; b) nursery/ demonstration, farm establishments, seedpiece production, and distribution; c) technical update on abaca technologies; and d) technical assistance.
- Promotes and popularizes the two excellent abaca varieties: the *Inosa* and the *Laylay*.
- Promotes Durian and Cacao as companion trees for abaca.

o COCONUT

- Developed self-pollinating and precocious macapuno bearing palms.
- Established techniques on *Embryo Splitting* for Macapuno propagation which is now for field testing.
- Established the optimum level of defoliation in coconuts
- Through the financial support from the Coconut Industry Investment Fund (CIIF), ViSCA spearheaded the mass production of seedlings of promising coconut cultivars for distribution to farmer-organizations and other interested individuals.

o ROOT CROPS

- ViSCA continues to breed and produce new rootcrop varieties with emphasis on more dry matter content for food and feed utilization
- Provides technical assistance to a Korean Company in Tanauan, Leyte which produces starch from sweet potato.
- Implements root crop technology transfer including the commercialization of cassava flour, rootcrop based-feedmill, and alcohol production from cassava in Mindanao.

o FRUITS AND VEGETABLES

- Identified natural enemies of vegetable crops *T. chilonis* against cabbage moth
- Established promising vegetable legume varieties
- Promoted technology on mango production and forced-flowering.

4. Major Problems Encountered:

1. Disallowances of the previous administration(since 1980s) amounting to about six (6) million pesos which are inherited by the current administration.
2. Non-reconciliation of Old Accounts with the Bank accounts.
3. Over employment of Casuals and Contractuals

After the presentation, questions ensued. The Hon. A. C. Alcala and other members of the Board commended ViSCA's accomplishments. They however suggested that in order to make ViSCA one among the high class universities in agriculture, it should include in its program, among others, acquisition of high powered research equipment like the scanning electron microscope, computer-controlled instrumentation equipment, etc.; incorporate Genetic Manipulation in its research program; and spearhead Agro-industry based-technologies.

V. NEW BUSINESS

A. **Confirmation of BOT Resolution No. 24, s. 1997 (approved thru referendum, re: utilization of dormant cash balance)**

The Board, after reviewing the documents, confirmed the approval of BOT Resolution No. 23, s. 1997 to wit:

Board Resolution No. 24, s. 1997

Approving the utilization of the dormant cash balance deposited under PSA No. 451-503247-4 in the amount of NINE HUNDRED EIGHTEEN THOUSAND NINE HUNDRED EIGHTY FIVE PESOS & 02/100 (P918,985.02) for the updating of the ViSCA Printing Press facilities and the College Instrumentation Unit to fast track the duplications of instructional materials and research results and for the purchase of equipment for the new Administration Building subject to the usual auditing rules and regulations.

Board Action: CONFIRMED

Date: 30 July 1997

Appendix A-2

B. Personnel Matters

The BOT Chairman, Hon. A. C. Alcala, presented to the Board the following requests of the ViSCA President: a) appointment of part-time teachers, b) appointment of faculty and staff, c) renewal of appointment, d) change of status from temporary to permanent, e) promotion of college personnel, and f) extension of faculty secondment. After reviewing the documents and the merit of the requests, Mr. Romeo Diaz moved for the approval of the requests. The motion was duly seconded by Ms. Adoracion Monzanto. There being no objections to the motion, the Board approved the requests and passed the following BOT resolutions:

Board Resolution No. 27, s. 1997

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

- A. Department of Development Communication
 - 1. Licayan, Denise Christine - DC 124
- B. Department of Ag. Education and Extension
 - 1. Poblete, Carissa - Educ. 131
 - 2. Artadi, Milagros - Educ. 131
- C. Department of Home Science
 - 1. Libot, Loudibeth - HN Courses
- D. Department of Animal Science and Vet. Med.
 - 1. Morbos, Edgar - AH Courses
 - 2. Rojas, Roque - AH Courses
- E. Department of Plant Protection
 - 1. Oclarit, Elvira - PP courses
- F. Department of Arts and Letters
 - 1. Go, Alicia - Engl. 23

2. Albarico, Marvin - Eng./Hum. 11
3. Pascual, Rose C. - Psycho./Soc. 11
4. Maturan, Nelson - Socio. 11
5. Saavedra, Conrado Jr (Fr.) - Psycho. 11

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

Board Action: APPROVED

Date: 30 July 1997

Appendix A-3

Board Resolution No. 28, s. 1997

Approving the appointment of the following ViSCA staff effective June 1997 to May 1998 subject to the availability of funds and the existing auditing rules and regulations:

A. Department of Development Communication

1. Canada, Noreve Gay - Instructor 1

B. ViSCA Infirmary

1. Valenzona, Cecil Roy - Pub.Health Nurse I

C. Department of Agric. Eng'g./ViSCA-ANEC

1. Salique, Pauline - Sci. Res. Specialist I
2. Pelesco, Vevencio - Sci. Res. Specialist I

D. Other Departments

1. Maurillo, Leonardo - Sci. Res. Specialist
2. Arnaiz, Vivien - Sci. Res. Assistant

Board Action: APPROVED

Date: 30 July 1997

Appendix A-4

Board Resolution No. 29, s. 1997

Approving the renewal of appointment of the following ViSCA staff effective on the stipulated date subject to existing rules and regulations:

A. Faculty Members

	<u>Names</u>	<u>Position</u>	<u>Effectivity</u>
1.	Espinosa, Elenita	Instructor I	08/01/97
2.	Abamo, Antonio	Asst. Prof. I	08/19/97
3.	Abenoja, Anilfa	Asst. Prof. IV	08/19/97
4.	Acedo, Villaluz	Asst. Prof. II	08/19/97
5.	Calag, Josephine	Asst. Prof. III	08/19/97
6.	Casangcapan, Manuel	Asst. Prof. III	08/01/97
7.	Escasinas, Ruth	Asst. Prof. I	08/19/97
8.	Garcia, Pastor	Asst. Prof. II	08/19/97
9.	Gravoso, Rotacio	Asst. Prof. I	08/19/97
10.	Germano, Bernadita	Asst. Prof. IV	08/19/97
11.	Cagasan, Editha G.	Asst. Prof. I	08/19/97
12.	Pilapil, Edwin A.	Asst. Prof. II	08/19/97
13.	Quirol, Paciano	Asst. Prof. III	08/19/97
14.	Salas, Felix	Asst. Prof. II	08/19/97
15.	Taveros, Alberto	Asst. Prof. III	08/19/97
16.	Urgello, Jocelyn	Asst. Prof. IV	08/19/97
17.	Velarde, Rosa Ophelia	Asst. Prof. III	08/19/97

B. Designated Position

1. Guarte, Roberto C. Col./Board Sec. 09/1/97

Board Action: APPROVED

Date: 30 July 1997

Appendix A-5

Board Resolution No. 30, s. 1997

Approving the renewal of appointment and change of status of Mr. Genaro B. Posas from temporary to permanent effective August 1, 1997 subject to existing Civil Service Rules and Regulations.

Board Action: APPROVED

Date: 30 July 1997

Appendix A-6

Board Resolution No. 31, s. 1997

Approving the promotion of the following ViSCA staff subject to the existing Civil Service rules and regulations:

1. Mr. Simeon Bernados Jr - Instructor III to Asst. Prof. II
2. Mr. Junito A. Panonce - Guidance Counselor I to
Guidance Counselor II
3. Mr. Fernando N. Montajes - Laborer I to Utility Worker I

This shall take effect upon Board approval.

Board Action: APPROVED

Date: 30 July 1997

Appendix A-7

Board Resolution No. 32, s. 1997

Approving the request for extension of the secondment of Mr. Francisco Gabunada Jr. to work in IRRI subject to existing rules and regulations. This shall take effect upon Board Approval.

Board Action: APPROVED

Date: 30 July 1997

Appendix A-8

C. Application for Sabbatical Leave

After reviewing the documents of the Sabbatical Leave application of Dr. Oscar

L. Colis and Dr. Casimiro D. Carcallas, the Board passed:

Board Resolution No. 33, s. 1997

Approving the application for Sabbatical Leave of Dr. Oscar Colis of the Department of Agricultural Education and Extension effective 16 June 1997 until 15 June 1998 and Dr. Casimiro Carcallas of the Department of Horticulture effective 01 June 1999 until 31 May 1999. During this period, Dr. Oscar Colis is expected to study and write a book on the participation of senior citizen in Non-formal Education in Agriculture and revise the study guide in No-formal Education in Agriculture. Dr. Casimiro Carcallas, on the other hand, is expected to update the content of Horticulture 214 (Advanced Plantation Crop Production and Management) and Horticulture 221 (Advanced Plant Propagation and Nursery Management), and prepare a teaching guide for these courses for possible offering in the Extramural Program for Mag Dev. minor courses. It is understood that no expenses shall be borne by the College in connection with their Sabbatical Leave except their salaries during the period.

Board Action: APPROVED

Date: 30 July 1997

Appendix A-9

D. Administrative Matters:

Hon. A. C. Alcala, presented to the Board the following recommendations of the ViSCA President: a) recommendation to award by negotiation the additional scope of work for the repair of ADE Building and b) recommendation to award by negotiation the additional scope of work for the construction of the flood control system. After reviewing the documents and the merit of the recommendations, Ms. Adoracion moved for the approval of the two recommendations. This was duly seconded by Hon. S. S. Go. There having no objections from the body, the Board then passed:

Board Resolution No. 34, s. 1997

Approving the recommendation to award by negotiation the

additional scope of work for the repair of ADE Building to AGULLO CONSTRUCTION at a cost of P130,424.00 to be completed within seventy-five (75) calendar days subject to existing auditing rules and regulations. This shall take effect immediately.

Board Action: APPROVED

Date: 30 July 1997

Appendix A-10

Board Resolution No. 35, s. 1997

Approving the recommendation to award by negotiation the additional scope of work for the construction of Flood Control System to AGULLO CONSTRUCTION at a cost of P86,614.00 to be completed within twenty (20) calendar days subject to existing auditing rules and regulations. This shall take effect immediately.

Board Action: APPROVED

Date: 30 July 1997

Appendix A-11

Financial Matters

Hon. Angel C. Alcala presented to the Board the following requests of the VISCA President: a) to use the partial payment of Mr. Dindo M. Campilan, a non-returning scholar, for ViSCA's faculty and administrative staff development and training program, b) approval of the guidelines in the utilization of staff development funds for academic staff. Upon inquiry by Ms. A. Monzanto, the College President, Hon. S. S. Go informed the Board that Mr. D. Campilan, a former ViSCA Faculty member, finished his Doctorate degree in the Netherlands on official time. After finishing his degree, Mr. Campilan opted to work in an NGO but agreed to pay his financial responsibility to ViSCA. Hon. S. S. Go also explained the rationale in framing-up the guidelines in the

utilization of staff development funds for academic staff. After reviewing the documents, Ms. Adoracion Monzanto moved for the approval of the two requests. The motion was duly seconded by Hon. S. S. Go. There having no objections to the motion, the Board then passed:

Board Resolution No. 36, s. 1997

Approving the request of the Visayas State College of Agriculture to use the money partially paid by Dr. Dindo Campilan, a non-returning scholar, in the amount of THREE HUNDRED THOUSAND TWO HUNDRED SIXTY THREE & 18/100 PESOS (P300,263.18) for ViSCA's Faculty and Administrative Staff Development and Training Program subject to the existing auditing rules and regulations.

Board Action: APPROVED

Date: 30 July 1997

Appendix A-12

Board Resolution No. 37, s. 1997

Approving the guidelines in the utilization of staff development funds for academic staff subject to existing auditing rules and regulations. The Academic Staff Development Committee shall consist of the following:

VP for Academic Affairs-	Chairman
Director of Graduate School	- Member
Director of Instruction	- Member
Director of Research	- Member
Director of Extension & NFE	- Member
Director of College Mgt. Office	- Member
Director of Student Affairs	- Member
Director of HRMDO	- Secretary

This shall take effect upon BOT approval.

Board Action: APPROVED

Date: 30 July 1997

Appendix A-13

ii. Policy Matters

The proposal to give varying amount of productivity incentive bonus (PIB) to ViSCA personnel and the guidelines in the availment of sabbatical privilege were presented to the Body by Hon. A. C. Alcala. Upon the inquiry of Ms. D. Monzanto, Hon. S. S. Go, informed the Board that the basis in determining the total amount to be allotted for the PIB was P2,000.00 per employee as contained in DBM Circular No. 3-96. The College President also presented to the Board the rationale in formulating the guidelines in the availment of sabbatical privilege. After the deliberation, Mr. R. Diaz moved for the approval of the two proposals. This was duly seconded by Hon. B. Go-Soco. There having no objections to the motion, the Board passed:

Board Resolution No. 38, s. 1997

Approving the proposal to give varying amount of productivity incentive to ViSCA personnel. This shall take effect immediately upon the finalization of the specific guidelines both for the academic and administrative staff.

Board Action: APPROVED

Date: 30 July 1997

Appendix A-14

and

Board Resolution No. 39, s. 1997

Approving the guidelines in the availment of sabbatical leave privilege to qualified ViSCA Faculty subject to other existing rules and regulations. This shall take effect upon BOT approval.

Board Action: APPROVED

Date: 30 July 1997

Appendix A-15

II. Other Matters

1. Delegated Authority of the College President

Hon. S. S. Go presented to the Board, through its Chairman, the following proposed delegated authority of the College President for effective and uninterrupted implementation of the College functions:

- a. Appointment of College personnel subject to Board Confirmation
- b. Renewal of appointment of College personnel
- c. Approval of Leave of Absence of College personnel
- d. Transfer of books and equipment without cost
- e. Approval of detail or secondment of College staff
- f. Receive payments and donations
- g. Sign Memorandum of Agreements subject to the confirmation of the Board
- h. Enter and sign contract with other agencies and organizations
- i. Sign purchase orders for equipment, books, and other facilities for the college.

After some deliberations, the Board passed:

Board Resolution No. 40, s. 1997

Approving the following delegated functions of the College President in addition to his functions and responsibilities as College President:

- a. Appointment of College personnel subject to Board confirmation
- b. Renewal of appointment of College personnel
- c. Approval of Leave of Absence of College personnel
- d. Transfer of books and equipment without cost
- e. Approval of detail or secondment of College staff
- f. Receive payments and donations
- g. Sign Memorandum of Agreements subject to Board confirmation
- h. Enter and sign contracts with other agencies and organizations
- i. Sign purchase orders of equipment, books, and other facilities for the college.

This shall take effective immediately.

Board Action: APPROVED

Date: 30 July 1997

2. Honorarium of BOT Members

Hon. S. S. Go presented to the Board for approval the implementation of the honorarium rate for BOT members as provided for in the implementing guidelines of R.A. 8292 in the amount of P2,000.00 per attendance to Board meeting. There being no objections, the Board passed:

Board Resolution No. 41, s. 1997

Approving the honorarium rate of BOT members per attendance of Board meeting in the amount of P2,000.00 subject to the availability of funds and existing auditing rules and regulations. This shall take effect starting July of 1997 unless revoked.

Board Action: APPROVED

Date: 30 July 1997

3. Composition of the Committee to Screen Candidates for two Outstanding Citizens as Members of the Board of Trustees.

Upon the recommendation of the College President, the Board passed:

Board Resolution No. 42, s. 1997

Approving the following composition of the committee to screen candidates for two outstanding citizens as members of the Board of Trustees:

1. Vice President for Academic Affairs
2. Vice President of Administration
3. Representative from the Faculty Association
4. Representative from the Non-Academic Staff Association
5. Representative from the Alumni Association

This shall take effect upon approval by the Board.

Board Action: APPROVED

Date: 30 July 1997

4. Letter-complaints of Dr. Manuel K. Palomar, Mr. Amosco, and Ms. Binongo to the Chairman of the Board of Trustees

The BOT chairman informed the Board of the Letter-complaints he received from Dr. Manuel K. Palomar, Mr. R. Amosco, and Ms. Z. Binongo. Because the letters contained legal matters, the Board through the suggestion of the BOT chairman, deferred the discussion of the matters and assigned Atty Ruiz to investigate the merit of the complaints. Once Atty Ruiz submits his official report, the Board will discuss the issues raised during the next BOT meeting.

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

CERTIFIED TRUE AND CORRECT

ROBERTO C. GUARTE
Board Secretary

NOTED:

SAMUEL S. GO
President

ATTESTED:

ANGEL C. ALCALA
Presiding Officer