

164th ViSCA Board of Trustees Meeting

23 May 2001

NEDA Conference Room

NEDA RO VIII, Palo Leyte

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AGENDA

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ATTENDANCE

Present:

Hon. Manuel D. Punzal Commissioner, CHED Chairman
Hon. Paciencia P. Milan President, ViSCA Vice Chairman
Hon. Teresa Aquino Oreta <i>Represented by Hon. Cyril Luis Arradaza</i> Chairman, Senate Committee on Education Senate of the Philippines Member
Hon. Buenaventura C. Go-Soco, Jr. Regional Director NEDA Regional Office VIII Member
Hon. Leo Cañeda Regional Executive Director Department of Agriculture Regional Office VIII Member
Hon. Perla M. Tan President, ViSCA Faculty Association Member
Hon. Guindolino R. Gerona President, ViSCA Alumni Association Member
Hon. Rheeno Nayre President, ViSCA CSSC Member
Dr. Jose Mazo Private Sector Representative Member
Ms. Rebecca Barbusa Private Sector Representative Member
Prof. Daniel M. Tudtud, Jr. College/Board Secretary Board Secretary

ABSENT:

Hon. Antonio E. Natchura <i>Represented by Hon. Catalina Loreto-Go</i> Chairman, House Committee on Education House of Representatives Member
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I. CALL TO ORDER

Commissioner Manuel D. Punzal, the Chairman of the ViSCA Board of Trustees, called the meeting to order at 10:32 a.m. He led the ViSCA Board of Trustees to a short prayer prior to the formal start of the 164th BOT Meeting.

II. Roll Call

President Paciencia P. Milan took the opportunity to introduce to the ViSCA Trustees the new members of the Board of Trustees in the persons of: Dr. Jose V. Mazo and Ms. Rebecca Barbusa, Private Sector Representatives; and Mr. Rheeno Victor Nayre, Student Representative.

Chairman Manuel D. Punzal, Chairman of the ViSCA Board of Trustees, then swore into office the new members of the Board. The ViSCA Board Secretary called the roll of members to ascertain that there was a quorum and reported to the Chairman that ten (10) out of eleven (11) regular members of the ViSCA Board of Trustees (BOT) were present. Only the Chairman of the Education Committee of the House of Representatives or his duly authorized representative was absent.

III. Chair's Privilege

Chairman Punzal took the opportunity to welcome the new members of the ViSCA Board of Trustees and immediately inducted the new BOT members into office so that they could formally sit in the meeting.

Chairman Punzal also took the opportunity to thank President Milan for attending the 4th National Higher Education Congress and for having so graciously acted as Emcee of the said affair.

Chairman Punzal then mentioned the highlights of the Congress. First, was the floor deliberation on the possible repeal of the mandatory military training requirement, the Reserved Officers Training Corps (ROTC).

The private schools were very adamant on its immediate repeal as this concept is already outdated. It was the feeling of the congress that there should be a bill that will specify that ROTC training will be undertaken and completed only in the summer.

Second, the congress felt that the Level 3 requirements for a school to offer a new program and get a permit and recognition is quite stringent and unreasonable. The CHED has acknowledged that accreditation is voluntary and as such, the law imposing Level 3 requirements before a school can offer new programs should be changed.

The third issue debated on the floor is on the intrusion of the Professional Regulations Commission (PRC) in tertiary education. Many school officials have complained that the PRC personnel have visited their institutions and have looked over the profile and qualifications of their teachers. This has nothing to do with preparing the students and graduates for board examinations. This type of power clearly belongs to CHED rather than the PRC. The PRC's function should only be to supervise graduates who take the licensure examinations and swear-in the board passers. DECS Secretary Raul Roco is even clamoring for the immediate abolition of the PRC.

One of the priority agenda of President Gloria M. Arroyo concerns Information and Communications Technology (ICT). Along this line, Pres. Arroyo has ordered Sec. Mar Roxas of the Department of Trade and Industry (DTI) to help secure contracts from foreign companies to set up their businesses in the Philippines like those in auditing, financing and management fields. ICT professionals have estimated that the potential of ICT applications run into the billions of dollars and have even made estimates of up to \$400 billion per year. Given this huge potential global market for ICT professionals, the production of ICT professionals should also

be speeded up. However, this has to be matched with quality considerations. This is where Pres. Arroyo has prodded CHED to see to it that the country will be able to provide the needed ICT manpower. The CHED, for its part, has sought more funds to be able to provide to schools especially to SUCs who have no access to ICT.

Lastly, it is a relief to announce that the Office of Legal Affairs, Office of the President of the Republic of the Philippines, has given a favorable decision on the Cablao and Bardelas cases in favor of the Eastern Samar State College (ESSC) and the Leyte Institute of Technology (LIT). This favorable decision almost did not happen as then Executive Secretary Renato de Villa was for the immediate return of Cablao and Bardelas. However, when he stepped down and was replaced by Sec. Corona, we were able to successfully argue that the President MUST NOT and SHOULD NOT hand down a decision against an office that is also under her (the CHED). Supt. Cablao was dismissed from the service by the ESSC Board of Trustees while Supt. Bardelas was suspended by the LIT Board of Trustees. President Arroyo has asked the ESSC Board of Trustees not to forfeit the benefits due to Supt. Cablao but this is not yet final. Once dismissed from service for cause, it follows that the benefits are likewise lost.

IV. Adoption of the Proposed Agenda

Chairman Punzal requested the Board Secretary to read the items calendared for the 164th Board of Trustees meeting. The Board Secretary then read the items calendared for this meeting.

Chairman Punzal requested the members of the BOT to go over the proposed agenda for consideration in the meeting starting with Unfinished Business, then New Business and then Other Matters. He invited the

members to present any other item for inclusion in the meeting provided that such does not require any background study by the Board of Trustees.

Trustee Perla M. Tan, the Faculty Representative, indicated that under New Business, Administrative Matters, and additional item, Use of Income, be included. Trustee Rheeno Victor Nayre, the Student Representative, then indicated that under Other Matters, the complaint against Supt. Victor Ritaga, head of the ViSCA-Isabel Campus, be included for information only.

Chairman Manuel D. Punzal informed the Student Trustee that cases like this are first cleared with the President of the college before being brought to the attention of the Board.

Trustee Nayre, invoking his right to be heard, informed the Board that the letter complaint of three (3) female BS Ag. Education students was dated 01 March 2001 but that up to present, the ViSCA Administration has not commenced any action on the complaint and that he had personally no knowledge of any progress on the matter.

President Paciencia P. Milan, disagreed with the statement made by Trustee Nayre. President Milan pointed out that had the Student Trustee inquired from the Office of the President or the Office of the College Secretary, he would have been apprised of the current status of the investigation. Investigations of complaints of this nature have to be done discreetly and within legal bounds.

Trustee Cyril Arradaza, Senate Representative, indicated that maybe what the student trustee would really like is to have the matter deliberated by the Board. To this, Chairman Punzal indicated that the Board never deliberates on matters like this without action from the concerned line officials, in this case the administration of President Milan.

Chairman Punzal reminded the student trustee that in the future, he has to consult President Milan before the meeting to find out if what he

intends to present before the Board is in order. This is not for purposes of screening, but rather “it is a matter of the right matter presented before the Board, because the Board will not just talk about any issue, for that matter.” For the moment, the issue presented by the student trustee will be presented for information only, no deliberation.

Trustee Guindolino R. Gerona, the Alumni Representative, indicated that the Board Secretary just passed around another item for discussion under Other Matters, the Proposal to Charge ViSCA Households a Water Consumption Fee.”

Chairman Punzal informed the Board that immediately after the deliberations of all the items in the Agenda, there will be a meeting with the representatives of the National Power Corporation (NPC) as agreed upon in the last BOT meeting.

After ascertaining that there were no more items to be calendared for the 164th BOT Meeting, Chairman Punzal informed the Board that “the Chair now accepts a motion for the approval of the agenda calendared and those matters added in the original.” Trustee Jose V. Mazo moved for the approval of calendared agenda as amended and Trustee Cyril Luis Arradaza seconded the motion.

V. Reading and Approval of the Minutes of the Previous Meeting

Commissioner Punzal asked the members of the BOT to look at the minutes, presented in Tab A, for correction.

Trustee Guindolino R. Gerona pointed out the following corrections:

- a) page 7, line 20 – reword the whole line as follows: Trustee Gerona raised the issue on the mechanics for the use of the facilities for both Animal Science and the School of Veterinary Medicine.”;
- b) page 12, line 8 – add “Mejia” to the name of the mayor;

Trustee Perla M. Tan inquired why there was no correction made on line 15, page 18, correcting the position of Dr. Braulio Alfaro and Prof. Ofelia D. Velarde from Instructor I to Asst. Prof. President Milan replied that this was just an oversight committed by the Board Secretary in the preparation of the minutes. President Milan instructed the Board Secretary to countercheck all materials submitted by the different units before presentation to the BOT and undertake the necessary changes as discussed in the actual BOT meeting.

- c) Page 18, lines 15 and 17 – change the positions of the concerned staff members from “Instructor I” to “Asst. Prof. IV”;

Trustee Rheeno Victor Nayre requested clarification of the words “free of charge” as indicated on line 21 of page 22 and would like to raise the issue under Matters Arising from the Previous Minutes. Commissioner Punzal reminded the Student Trustee that the Board is still in the process of correcting the Minutes of the Previous Meeting and the issue may be raised under Matters Arising from the Minutes.

Trustee Cyril Arradaza suggested that the title of BOT Resolution 33, s 2001 be rephrased to include the suggestions made by the Trustees on the matter. President Milan agreed that the rental proposal be included in the presentation of the resolution and instructed the Board Secretary to make sure that the suggestions made by the Trustees be incorporated for presentation in the next BOT meeting.

- d) page 25, line 2 – change “stat” to “state”;

Trustee Gerona indicated that lines 7-11 of page 26 is ambiguous because there are no dates and suggested that the dates of the appointments should be clearly shown in the resolution to eliminate ambiguity. President Milan agreed that the date of effectivity of appointment should be included in the resolution.

- e) page 26, lines 7-11 – the dates of the effectivity of appointments of particular staff should be indicated opposite their names;
- f) page 27, line 14 – change “sabbatical assignment” with “**sabbatical leave**” because there is a difference and the correct term is “sabbatical leave”.

After all the corrections were made, Chairman Punzal asked for a motion for the approval of the minutes as corrected. Trustee Tan moved for the approval of the minutes as corrected and was duly seconded by Trustee Mazo. Thus, the ViSCA Board of Trustees passed

BOT RESOLUTION NO. 53, s. 2001

Approving the Minutes of the 162nd ViSCA Board of Trustees meeting dated 09 March 2001 held at the ViSCA Guest House from 5:50 p.m. to 10:35 p.m. as corrected.

I. MATTERS ARISING FROM THE APPROVED MINUTES/ PRESIDENT'S REPORT

Chairman Punzal proceeded to ask the ViSCA President for the presentation of the highlights of the President's Report as well as for the presentation of a summary of the resolutions made during the last BOT meeting.

Chairman Punzal asked the members of the Board “to go over the approved minutes for any updates, follow ups, clarifications, and other motions that you would like to discuss pertaining to any of the resolutions.”

At this point, Trustee Rheeno Victor Nayre raised the issue he earlier raised on the clarification of the statement “free of charge” as indicated in line 21 of page 22. To this inquiry, President Milan replied that based on the Student Handbook, “all organizations accredited or recognized by the Office of Student Affairs (OSA), can use facilities like classrooms during meetings, free of charge.” The main reason why the Administration is now charging for the use of college facilities is that many people including outsiders just use classrooms without considering that in many instances, lights and other

electrical gadgets are also used especially when these meetings are done at night. Students with OSA approved activity permits shall continue to be provided with "free access" but are encouraged to use college facilities during daylight hours whenever possible.

Trustee Tan inquired whether all OSA approved activities will be extended this benefit. Trustee Nayre likewise inquired whether the right word is meeting or should it be activity as this is more encompassing? Chairman Punzal, after careful thought, felt that the word activity was more encompassing and should therefore be used in this case. President Milan indicated, however, that these activities have to have the approval of OSA as indicated in the approved activity sheet of all organizations.

For the President's Report, President Milan provided each Trustee with a copy of the President's Activities for January 2001 and February 2001. Since it was quite self explanatory, President Milan requested that the actual presentation of the President's Report be dispensed with. Chairman Punzal and the Board readily agreed to this.

Chairman Punzal indicated that the Board should tackle first the Unfinished Business.

VII. UNFINISHED BUSINESS

A. Jurisdiction Issue over the Biliran National Agricultural College

President Milan informed the Board that after the March BOT meeting, the BNAC F&E Association made another petition letter strongly indicating their preference to be integrated with ViSCA. Although some issues have been clarified last time, the main issue still needs to be addressed.

Chairman Punzal acknowledged that it is time to make a decision on the jurisdictional issue over BNAC. President Milan

requested that the ViSCA Board of Trustees pass a resolution to put to rest this rather festering problem.

Trustee Cyril Arradaza motioned for the confirmation of the MOA entered into by the Visayas State College of Agriculture (ViSCA) and the Naval Institute of Technology (NIT) integrating the Biliran National Agricultural College (BNAC) to NIT. Trustee Perla M. Tan seconded the motion.

There were no objections raised by the other members of the Board and the Board passed:

Board Resolution No. 54, s. 2001

Confirming the Memorandum of Agreement signed by ViSCA President Paciencia P. Milan and former NIT President Juanito V. Sison last October 18, 1999 at Tacloban City for the integration of the Biliran National Agricultural College (BNAC) to the Naval Institute of Technology.

B. New ViSCA Mission, Vision, Goals, and Objectives

President Milan requested the Board that this issue be tackled in this BOT meeting. The new ViSCA Mission, Vision, Goals and Objectives were a product of two strategic planning sessions. These are needed in the various publications and reports of the college as well as by the AACUP Evaluators.

Chairman Punzal requested for a few minutes to give everybody a chance to look it over and requested the members of the Board to make comments on them.

Trustee Jose V. Mazo commented that for the objectives, the word "international" should be added to "regional and national institutions" to read: "To build enduring linkages with *international*, national and regional institutions".

Trustee Buenaventura Go-Soco, Jr. suggested that the ViSCA Mission should include a statement indicating its bias for the alleviation of poverty among farmers. Chairman Punzal, however, was of the opinion that this is too specific and will be better incorporated in the Goals or Objectives.

President Paciencia P. Milan informed the body that there is a need to include the fisher folks in Objective No. 4 to read: "Improve the productivity, profitability, equity and well-being of the Visayas farmers and fisher folks and their household members through ecologically sound natural resources management".

Chairman Punzal commented that poverty reduction should be incorporated in the Goal. Possibly, the Goal would read: "Improve the productivity . . . , so that the level of poverty will be reduced". The exact wordings will ^{be} left to the administration.

Hearing no other input, Chairman Punzal asked for a motion to approve the Vision, Mission, Goals and Objectives. Trustee Mazo motioned for the approval of the revised Vision, Mission, Goals and Objectives. Trustee Arradaza seconded the motion. The Board passed:

Board Resolution No. 55, s. 2001

Approving the revision of the ViSCA Vision, Mission, Goals and Objectives effective immediately upon Board approval.

VISION

ViSCA as center of excellence in education and research in agriculture and allied fields in the Visayas.

PANGLANTAW

Ang ViSCA mao ang sentro sa kahanas sa edukasyon ug pagpanukiduki bahin sa agikultura ug sa ubang susamang pagtuon dinhi sa Kabisayaan.

MISSION

Attainment of the highest quality of human capital and scientific knowledge for the sustained growth and development of agriculture, fisheries, forestry, and agro-industries.

KATUYOAN

Pagkab-ot sa pinaka-taas nga kalidad sa pagpalambo sa kahibalo ug kasinatian sa siyensiya alang sa tunhay nga pag-ugmad sa agrikultura, pangisda, kalasangan, ug mga industriyang pang-agrikultura.

GOALS

1. Produce high and middle-level quality manpower in agriculture and allied fields to serve the development needs of the region.
2. Generate agricultural production and processing technologies and technology dissemination strategies adaptable to small farms.
3. Search for ideas that promote effective policy formulation and management of rural development programs.
4. Improve the productivity, profitability, equity, and well-being of the Visayan farmers and fisher folks and their household members through ecologically sound natural resources management so that the level of poverty will be reduced.
5. Promote effectiveness, efficiency, and productivity in the operation of the college units.

OBJECTIVES

1. To strive for excellence in agriculture education for regional and rural development.
2. To sharpen its focus on impact programs and projects in instruction, research, and the application of new knowledge for the well-being of the small Visayan farmers and rural families.
3. To build enduring linkages with international, national and regional institutions and agencies for the promotion of relevant instruction, meaningful research, and effective transmission of useful knowledge in the rural communities in the Visayas.

C. Hiring of Atty. Gloriosa Cayunda-Guinocor as Legal Consultant of ViSCA.

President Milan informed the Board that during the December 2000 Board of Trustees meeting, the Board requested from the Office of the Solicitor General authority to hire Atty. Guinocor as Legal Consultant because she did not apply for full-time appointment due to the low salary. The Board approved a consultancy fee of 5,000 Php per month. The Office of the Solicitor General, in its 13 May 2001 letter, approved the hiring of Atty Guinocor but subject to the approval of other bodies like the Commission of Audit (COA).

The Administration has already written COA about the matter and is still awaiting a formal reply. In its initial query, the COA inquired whether the Board has already made a decision on the hiring of Atty. Guinocor as Legal Consultant. The COA requested for the actual Board of Trustees Resolution before it decides on the matter.

Chairman Punzal commented that the move for the hiring of Atty Guinocor is now in order and called for a motion. President Paciencia P. Milan then motioned for the approval of the hiring of Atty. Gloriosa Cayunda-Guinocor as Legal Consultant as approved by the Office of the Solicitor General. Trustee Mazo seconded the motion. Hearing no objections, the Board passed:

Board Resolution No. 56, s. 2001

Approving the hiring of Atty. Gloriosa Cayunda-Guinocor as Legal Consultant of ViSCA as approved by the Office of the Solicitor General.

VIII. NEW BUSINESS

A. Administrative Matters

1. Appointment of Part-Time Employees, New Appointments for Different Academic and Non-academic Positions, and the Promotion of College Personnel

President Milan informed the members of the Board body that all the personnel recommended for part-time employment, new appointments for academic positions, appointments for non-academic positions, and promotion of college personnel have gone through the regular processes of the college. All of staff so named have been favorably endorsed by their respective selection boards: the Academic Personnel Board and the Non-Academic Personnel Board.

Trustee Arradaza inquired about the needed attachments to support the appointments. Chairman Punzal likewise reminded the President to see to it that appointments presented to the Board for confirmation must have the needed attachments for purposes of transparency.

President Milan moved for the confirmation of appointments of part-time employees, new appointments for different academic and non-academic positions, and the promotion of college personnel. Trustee Mazo seconded the motion. The Board passed:

Board Resolution No. 57, s. 2001

Confirming the appointments of the following part-time instructors effective on the dates specified subject to the existing rules and regulations.

- | | | |
|----|----------------------------|-----------------------------------|
| 1. | CORTEZ, Evelyn S. | 1 st Sem. SY 2001-2002 |
| 2. | CUEN, Ervin | 1 st Sem. SY 2001-2002 |
| 3. | DARGANTES, Joseph F. | 1 st Sem. SY 2001-2002 |
| 4. | FRUTAS, Concepcion Leda M. | 1 st Sem. SY 2001-2002 |
| 5. | GEALON, Aileen | 1 st Sem. SY 2001-2002 |
| 6. | MAYOR, Alan | Summer 2001 |
| 7. | TAGANAS, Norman | 1 st Sem. SY 2001-2002 |

Board Resolution No. 58, s. 2001

Confirming the appointments of the following newly hired personnel for the different academic positions effective on the dates specified subject to the existing rules and regulations.

- | | | | |
|----|---------------------|----------------|-----------------------------------|
| 1. | ABIT, Sergio Jr. M. | Instructor I | 1 st Sem. SY 2001-2002 |
| 2. | BAÑOC, Dionesio | Assoc. Prof. I | 1 st Sem. SY 2001-2002 |
| 3. | PO, Pamela M. | Instructor III | 1 st Sem. SY 2001-2002 |

Board Resolution No. 59, s. 2001

Confirming the appointments of the following newly hired personnel for the different non-academic positions effective on the dates specified subject to the existing rules and regulations.

- | | | | |
|----|--------------------|-----------|--------------|
| 1. | PASTORIL, Edmedio | Driver II | June 1, 2001 |
| 2. | PASTORIL, Wilfreda | Messenger | June 1, 2001 |

Board Resolution No. 60, s. 2001

Confirming the promotion of the following college personnel for the different non-academic positions effective on the dates specified subject to the existing rules and regulations.

- | | | | |
|----|--------------------|-----------|--------------|
| 1. | CO, Jocelyn T. | Clerk I | June 1, 2001 |
| 2. | ESPINOSA, Graciana | Clerk II | June 1, 2001 |
| 3. | PANCITO, Myrna | Cashier I | June 1, 2001 |
| 4. | URDANETA, Pamela | Clerk I | June 1, 2001 |

2. Sabbatical Leave Application

President Milan requested approval from the Board of the Sabbatical Leave applications of the following personnel: (1) Dr. Margarito Escalante, Professor of the Department of Ag. Engineering and Applied Mathematics (DAEAM); and (2) Dr. Reynaldo Javier, Professor of the Department of Agronomy and Soil Science (DASS). The Academic Personnel Board has already deliberated on and favorably endorsed the leave applications of both personnel.

Trustee Go-Soco inquired about the title of the required outputs of both employees. President Milan replied that for Dr.

Escalante, the required output is "Modules for Engineering Courses" while for Dr. Javier, the output is "Modules in Agronomy".

Trustee Tan moved for the approval of the sabbatical leave applications of Dr. Margarito Escalante and Dr. Reynaldo Javier. Trustee Gerona seconded the motion. The Board passed:

Board Resolution No. 61, s. 2001

Approving the Sabbatical Leave applications of Dr. Margarito Escalante and Dr. Reynaldo Javier effective 01 June 2001 until 31 May 2002. Dr. Escalante and Dr. Javier shall submit the final copies of their reports to the Office of the President within a period of three (3) months after reinstatement.

3. Proposal to Change High School Fees

President Milan informed the body that the ViSCA Laboratory High School (VLHS) currently charges only Php 89.00 per year. The proposed rate Php 260.00 was approved by the Administrative Council and this increase is necessitated by increases in the cost of student services like medical, dental and insurance services.

Trustee Mazo inquired whether the parents of the high school students have been consulted on the matter. Trustee Nayre likewise questioned whether there was indeed consultations done and if there were any, said records have to be appended with the proposal.

President Milan replied that during the ADCO meeting, the Principal of the VLHS informed the ADCO that there were consultations made.

Trustee Tan inquired about the discrepancy in the total assessed fees as presented in the proposal of only Php 260.00 while in the next pages, the total assessed fees is now Php 410.00. President Milan explained that there really are two proposals: (1) this proposal which seeks to increase Other High School Fees; and (2) the

previous proposal which sought to increase the Laboratory Fees charged. President Milan requested the College Secretary to explain the issue.

Prof. Daniel Tudtud explained that the VLHS rally has two (2) proposals as stated by Madame President: (1) this proposal and (2) the Addendum proposal. He explained that this proposal was the first proposal discussed and approved by the ADCO but that the VLHS personnel did not make any revisions to their proposal as suggested by the ADCO. Therefore, this proposal was never forwarded to the BOT for approval.

On the other hand, the addendum proposal of the VLHS also passed the ADCO but without modifications and so they immediately submitted the same for BOT approval. The addendum proposal was approved by the Board during the 162nd BOT Meeting last 09 March 2001 when it passed BOT Resolution No. 42. I, therefore, asked them to prepare the revision of the original proposal for BOT approval incorporating the suggestions made during the ADCO Meeting.

The College Secretary also issued a clarification regarding the query of Trustee Tan of why the total fees assessed is now Php 410.00, this is broken down as follows: Php 260.00 (increase in other fees) plus Php 150.00 (increase in laboratory fees) equals Php 410.00. Likewise, the College Secretary informed the Board that consultations with parents and guardians are required only when there are increases in tuition fees. Furthermore, 70% of the additional assessed tuition fee shall be for salary increases while the remaining 30% for the improvement of school facilities. Inasmuch as the proposals for fee increases do not cover tuition fees (because there

are no tuition fees levied), then technically there is no need for consultation with parents and/or guardians.

Chairman Punzal commented that this is the correct perception regarding the increases in school fees. What the DECS and CHED are mandated to regulate is the increase in tuition fees by schools, both private and public.

President Milan moved for the approval of the proposed increase in high school fees from Php 89.00 per year to Php 260.00 per year including the addendum increase in laboratory fees from Php 50.00 per year to Php 150.00 per year. Trustee Arradaza duly seconded the motion presented. The Board passed:

Board Resolution No. 62, s. 2001

Approving the increase in high school fees from Php 89.00 per year to Php 260.00 per year including the addendum increase in laboratory fees from Php 50.00 per year to Php 150.00 per year, effective immediately upon Board approval.

4. Request for Increase in Fees for the Use of the FARMI Training Room and Audio-Visual Equipment

President Milan informed the members of the Board that these increases are necessary in light of the increased electricity bills. The proposal presents the old rate and the proposed rate.

Trustee Tan inquired whether FARMI is now open to student activities as indicated in the last paragraph which states: "College-wide activities duly sanctioned by the Office of the President and/or approved by the Office of Student Affairs." President Milan replied that this might be so since FARMI has included this provision. President Milan, however, pointed out that ***this facility can be used only by recognized student organizations and only during college-wide activities approved by the Office of the President and/or the Office of Student Affairs.***

Hearing no other queries on the issue, President Milan moved for the approval of the proposed increase in fees for the use of the FARMI Audio-Visual Room and for the use of FARMI audio-visual equipment. Trustee Gerona seconded the motion. The Board passed:

Board Resolution No. 63, s. 2001

Approving the increase in fees for the use of the FARMI Training Room and audio-visual equipment.

<u>User</u>		<u>Approved Rate</u>
ViSCA Units/Centers/Recognized Student Organizations	P	50.00/hour
Other government agencies		100.00/hour
Private organizations		200.00/hour

Rental for Audio-Visual Equipment

Overhead projector	150.00/day
Slide Projector	150.00/day
Sound system	300.00/day
VHS player and TV set	150.00/day

Note: College-wide activities duly sanctioned by the Office of the President shall be exempted from paying the fees, provided that prior approval has been made on the use of the facilities.

5. Proposal to Increase the Registration Fee for Summer Recreation Activities from Php 300.00 to Php 500.00 per Student/Clientele

President Milan explained to the body that the Department of Physical Education has been offering Summer Recreation Activities since 1989. When it started offering this service to children of staff and even to outsiders, the department only charged Php 150.00 per participant and this was gradually increased to Php 300.00. From the time it started until year 2000, the sharing of the registration fee was: 60% - for the instructor handling the activity; 30% - for the Department of Physical Education Trust Fund; and 10% - for ViSCA for the use of facilities including electricity.

Trustee Mazo inquired about the instructors who are handling the said activities whether they are paid by the college for doing this service so that there will be no double compensation.

President Milan replied that the instructors are faculty of the college but are on teacher's leave for the summer. The PE Department has come to offer different activities (as indicated in the proposal) in response to requests from parents and other concerned individuals for some activities for their children and/or relatives during the summer.

Trustee Nayre opined that this is strictly a voluntary activity and not part of the required coursework of students in ViSCA. Having said this,

Trustee Nayre moved for the approval of the proposed increase in the registration fee for summer recreation activities from Php 300.00 to Php 500.00 per student/clientele. Trustee Go-Soco seconded the motion. The Board passed

Board Resolution No. 64, s. 2001

Approving the increase in the registration fee for Summer Recreation Activities from Php 300.00 to Php 500.00 per student/clientele effective upon Board approval.

6. Use of Income

President Milan informed the members of the Board that there are two proposals: (1) Use of Income from the General Fund; and (2) Use of Income from the IGP Trust Fund.

The ViSCA Chief Accountant has certified that ViSCA obtained an income of Php 1,585,415.98 for the period March 2001 to May 2001. The Finance Committee has recommended the use of this income as follows: Student Welfare Fund, Php 20,000.00; Supplies, Php 10,000.00; Other Services, Php 20,000.00; Augmentation to

Personal Services, Php 2,000.00; Traveling Expenses, Php 20,000.00; Communication Services, Php 20,000.00; Supplies and Materials, Php 180,000.00; Illumination, Power and Water, Php 420,000.00; Gasoline, Fuel and Oil, Php 10,000.00; Other Services, 133,415.00; Equipment Outlay, Php 750,000.00. All in all, the amount requested for the Use of Income from General Fund is Php 1,585,415.00.

For the second proposal, there is a certification from the Chief Accountant that the money available is Php 300,794.96. The Office of Student Affairs (OSA) has requested for the Use of Income from IGP Trust Fund for the purpose of repairing the graduate and undergraduate dormitories. Inasmuch as the total amount requested by OSA is more than Php 300,000.00, it is requested that the Board authorize the President to determine how best to allocate the money for the different needs of the OSA.

Trustee Tan informed the Board that the previous Board had approved the request to complete the Ilang-Ilang kitchen but had not acted on it until now.

Chairman Punzal, after noting that previous Boards have also approved this, then it should be given first priority and the remaining money be used for the repair and improvement of the student dormitories.

President Milan motioned for the approval of the requests for the Use of Income by (1) Administration and (2) the Office of Student Affairs. Trustee Tan seconded the motion presented. The Board passed:

Board Resolution No. 65, s. 2001

Approving the request for the Use of Income by Administration in the amount of Php 1,585,415.98 charged to General Fund for the following items: Student Welfare Fund, Php 20,000.00; Supplies, Php 10,000.00; Other Services, Php 20,000.00; Augmentation to Personal Services, Php 2,000.00; Traveling Expenses, Php 20,000.00; Communication Services, Php 20,000.00; Supplies and Materials, Php 180,000.00; Illumination, Power and Water, Php 420,000.00; Gasoline, Fuel and Oil, Php 10,000.00; Other Services, 133,415.00; Equipment Outlay, Php 750,000.00.

Board Resolution No. 66, s. 2001

Approving the request for the Use of Income by the Office of Student Affairs in the amount of Php 300,000.00 for the completion of the Ilang-Ilang kitchen and the repair of student dormitories.

B. Academic Matters

1. Appointment of Designated Positions

President Milan informed the members of the Board that there were three new designations: Dr. Julita A. Gapuz, as OIC of the Department of Ag. Education and Extension (DAEE); Dr. Erlinda O. Landerito, as OIC of the Department of Ag. Chemistry and Food Science (DAC-FS); and Ms. Teresita L. Quinanola, as OIC of the Human Resource Management and Development Office (HRMDO).

Dr. Julita Gapuz is replacing Dr. Oscar Colis who retired last May 2001. However, she has requested that her appointment be until 31 May 2001 only for personal reasons. Dr. Erlinda O. Landerito is replacing Dr. Andresito Acabal. Ms. Teresita L. Quinanola is replacing Dr. Myrna M. Avila who went on Sabbatical Leave until 31 May 2002.

President Milan then motioned for the approval of the appointments of Dr. Julita A. Gapuz, Dr. Erlinda O. Landerito, and Ms. Teresita L. Quiñanola as Officers-in-Charge (OIC) of the

Department of Ag. Education and Extension, Department of Ag. Chemistry and Food Science, and the Human Resource Management and Development Office, respectively. Trustee Tan seconded the motion. The Board passed

Board Resolution No. 67, s. 2001

Approving the appointments of ViSCA personnel for designated positions effective on the dates specified.

OIC, DAEE	Prof. Julita A. Gapuz,	5/08/ 2001-5/31/ 2001
OIC, DAC-FS	Dr. Erlinda O. Landerito	5/08/ 2001-5/07/ 2002
OIC, HRMDO	Ms. Teresita L.Quiñanola	5/08/ 2001-5/31/ 2002

2. Standardization of the General Education (GE) Curriculum for all Academic Programs

President Milan informed the Board that the Office of the Director of Instruction (ODI) in consultation with the department heads have agreed to standardize the general education curriculum which affects all the freshmen students of the college. The ODI has prepared a comparison of the CHED minimum standards and the proposed standardized curriculum. As can be noted, the proposed standardized curriculum has superseded the CHED minimum standard.

Chairman Punzal asked the faculty trustee to comment on the matter. Trustee Tan replied that she has no questions on the matter being a member of the Curriculum Committee that drafted the proposal. Trustee Tan then motion for the approval of the proposal. Trustee Barbusa seconded the motion. The Board passed

Board Resolution No. 68, s. 2001

Approving the proposal for the Standardization of the General Education Curriculum effective the First Semester, SY 2001-2001.

C. Other Matters

1. Request of Dr. Rodolfo Nayga to Assume the Financial Obligations of His Son

President Milan informed the Board that Mr. Rodolfo M. Nayga, Jr. was once a faculty of the college. He was sent abroad for advanced studies but did not return. The father of the said staff, Dr. Rodolfo G. Nayga, Sr. has served notice that he would like to assume the financial obligations of his son but also prayed that the financial obligation be limited only to the actual amount spent plus interest but disregarding the EDPITAF component of his financial obligation.

President Milan informed the Board that all scholars are required to sign a contract with the college. This contract has a penalty clause stipulating a penalty of 100% of the original amount spent plus interest. The amounts were computed based on the existing provisions of the ViSCA Scholarship Agreement.

Trustee Gerona requested for more clarification about what exactly Dr. Nayga wants to do considering that he has stated in the second sentence of the second paragraph that "In behalf of my son, may request that I be made to pay the original amount of Php 7,486.03 and \$2,749.87." However, he also is asking the ViSCA Board of Trustees that "... the undersigned not be obliged to pay the EDPITAF counterpart since the EDPITAF funds was a scholarship/fellowship grants-in-aid to the Philippines and whose program has long been terminated under DECS."

Chairman Punzal opined that since Mr. Rodolfo M. Nayga, Jr. is in a position to pay the aforementioned amounts considering that he is now working in the United States and can transmit said amount to his father, let the law take its course.

President Milan motioned for the approval of the request of Dr. Rodolfo G. Nayga, Sr. that he be allowed to pay the obligation of his son, including the interest thereof, in the amount of Php7,486.03 and US\$2,749.87. Trustee Mazo seconded the motion presented. The Board passed

Board Resolution No. 69, s. 2001

Approving the request of Dr. Rodolfo G. Nayga, Sr. that he be allowed to pay the obligation of his son, Dr. Rodolfo M. Nayga Jr., including the interest thereof in the amount of Php7,486.03 and US\$2,749.87.

2. Request of the Isabel Campus for Authority to Cut Trees Around the Orchard

President Milan informed the Board that authority from the Board is necessary before a request from the DENR is approved. The head of the Isabel campus would like to cut down trees that now compete with the mango trees planted in the orchard. Furthermore, some gmelina trees are infested with diseases and pests. In view of this situation, President Milan motioned for the approval of the request.

The Board unanimously approved the request and passed

Board Resolution No. 70, s. 2001

Approving the request of the Head of the ViSCA Isabel Campus to cut down trees growing around the orchard including the sick and pest infested gmelina trees..

3. Memorandum of Agreement between the Agrarian Reform Support Project through the Department of Agrarian Reform (DAR) and ViSCA

President Milan informed the Board that this project aims to improve the living conditions of farmers by providing support services and the distribution of seed materials.

Trustee Mazo pointed out, however, that the project proposal is not for Region VIII but for the Agusan area. Trustee Gerona opined

that due to the distance, ViSCA will surely incur additional costs in providing the needed technical assistance in the target area.

In this regard, Chairman Punzal suggested that a collatilia be included in the Board Resolution indicating that DAR will shoulder the costs of travel and other expenses so that the college will not have to spend for this project.

President Milan then motioned for the approval of the MOA between ViSCA and ARSP provided that "in any activity where ViSCA personnel and/or expertise is needed, the expense(s) attendant to such activities are to be shouldered by the Department of Agrarian Reform and ARSP." Trustee Gerona seconded the motion. The Board passed

Board Resolution No. 71, s. 2001

Approving the MOA between ViSCA and ARSP Provided that "in any activity where ViSCA personnel and/or expertise is needed, the expense(s) attendant to such activities are to be shouldered by the Department of Agrarian Reform and ARSP."

4. Memorandum of Understanding Between ViSCA and the Brgy. Limao Resettlement Site Homeowners' Association, Inc. (BLRSHAI)

President Milan informed the Board that this is a project of the Department of Chemistry and Food Science (DAC-FS) wherein the department is assisting a group of upland farmers in Ormoc City to come up with a bakery project. This will not entail any cost to the college as the MOU so provides that "BLRSHAI shall shoulder expenses in the different training activities that will be held at the latter's site of operations. This includes travel expenses and accommodation of ViSCA personnel . . .".

Trustee Mazo motioned for the approval of the Memorandum of Understanding and authorizing of the ViSCA President to sign the

MOU for and on behalf of the Board. Trustee Arradaza seconded the motion. The Board passed

Board Resolution No. 72, s. 2001

Approving the MOU between ViSCA and the Brgy. Lim-ao Resettlement Site Homeowners' Association, Inc. (BLRSHAI) and authorizing the ViSCA President to sign for and on behalf of the Board of Trustees.

5. Proposal to Charge Water Consumption Fee

President Milan informed the Board that it is proposed that all households within ViSCA be charged a basic water consumption fee of Php50.00 per month and an additional Php100.00 per month will be levied on top of the basic fee for those with lodgers. Furthermore, households with ponds and commercial gardens will also be levied an additional Php100.00 above the basic fee while all commercial establishments with water lines will be levied a basic monthly charge of Php100.00. President Milan emphasized that there is a need to charge a water consumption fee for the maintenance of pipes.

Trustee Nayre moved for the approval of the proposed water consumption fee. Trustee Gerona seconded the motion. The Board passed

Board Resolution No. 73, s. 2001

Approving the proposal to charge water consumption fee for all ViSCA residents.

Guidelines:

1. Each household will be charged P50.00 per month.
2. An additional P100.00 will be charged to those with lodgers.
3. Those with ponds and/or commercial gardens will be charged another P100.00.
4. Every commercial establishment with water lines connected to ViSCA shall be charged P100.00 per month.

6. Issues Concerning the Head of the ViSCA Isabel Campus

The Student Trustee, Mr. Rheeno Nayre, took the floor to inform the Board of Trustees of his concern about the lack of action by the present ViSCA Administration on the complaints filed by three (3) students dated 01 March 2001 and the death threat on the life of Engr. Greg Cubio against the ViSCA Isabel Campus head, Supt. Victor Ritaga.

President Milan refuted the accusation of the Student Trustee on both counts. President Milan informed the Board that the issues presented are very sensitive and, therefore, have to be dealt with very discretely. President Milan then requested the College Secretary to present the facts and findings to the Board.

Prof. Daniel Tudit, Jr., the College/Board Secretary, then narrated all that transpired relative to the two cases. On the first issue, the three students were asked to back up their letter complaints with affidavits duly notarized as a safeguard to the Administration that they are really bent on pursuing the case.

On the second issue, Prof. Tudit, accompanied by Atty. Gloriosa Guinocor, went to Isabel to actually interview the security guards who allegedly received the "orders" from Supt. Ritaga. Under questioning, both guards admitted that they indeed "inferred" from what Supt. Ritaga told them that "Supt. Ritaga wanted Engr. Cubio out-of-the way" without having to actually say that he wanted Engr. Cubio killed. However, they were not willing to give an affidavit of what they know for personal reasons.

President Milan then remarked that had the Student Trustee inquired from Prof. Tudit or from the Office of the President, he would have been enlightened on the matter.

Trustee Nayre replied that he was not informed of the results of any investigations that the Administration has made on both cases. Trustee Nayre pointed out that he felt that it was the responsibility of the ViSCA President or of OSA to personally inform him of the results.

Commissioner Punzal, noting that the Student Trustee has just sat on the Board, reminded the Student Trustee that sensitive issue like this should be coursed through the Vice-Chairman, as a matter of protocol. Chairman Punzal indicated that the Board of Trustees is not an investigating body and has no intention of becoming one. Therefore, any issue at all that needs to be brought up before the BOT have to be coursed through the President, as Vice-Chairman of the Board.

IX. ADJOURNMENT

Chairman Manuel D. Punzal, noting that there is still going to be another meeting with the National Power Corporation, requested for the adjournment of the meeting. The members of the Board jointly seconded the motion.

The 164th Board of Trustees Meeting was adjourned at 11:40 a.m.

Certified True and Correct

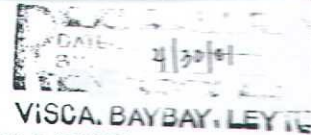

PROF. DANIEL M. TUDTUD, JR.
Board Secretary

Attested:


DR. MANUEL D. PUNZAL
Chairman

ATTACHMENTS

Republic of the Philippines
BILIRAN NATIONAL AGRICULTURAL COLLEGE
BNAC FACULTY AND EMPLOYEES ASSOCIATION
(BNAC Fand E)
Biliran, Biliran



20 April 2001

HON. PACIENCIA P. MILAN

President

Visayas State College of Agriculture (VISCA)

Baybay, Leyte

Madam:

This is a second follow-up letter on the petition of the association for the integration of BNAC with VISCA.

We have already presented our petition to the Board of Trustees with the support of the various sectors in Biliran, Biliran who support the integration of BNAC with VISCA.

To date, we have not received any word on the result of the petition for integration of BNAC with VISCA.

The earlier a decision is handed down, the better for us to prepare for any eventuality.

Your assistance is highly appreciated.

Thank you.

Very truly yours,


TITO P. CORPIN
Vice President, BNAC F and E



VISAYAS STATE COLLEGE OF AGRICULTURE
Baybay, Leyte, Philippines

Office of the Collegel Board Secretary

**EXCERPT OF APPROVED MINUTES OF THE
164th ViSCA Board of Trustees Meeting
23 May 2001 * NEDA Conference Room
NEDA-RO 8, PALO, LEYTE**

New ViSCA Mission, Vision, Goals, and Objectives

Board Resolution No. 55, s. 2001

**Approving the revision of the ViSCA Vision, Mision, Goals and
Objectives effective immediately upon Board approval.**

VISION

ViSCA as center of excellence in education and research in agriculture and allied fields in the Visayas.

PANGLANTAW

*Ang ViSCA mao ang sentro sa kahanas sa edukasyon ug pagpanuki-
duki bahin sa agikultura ug sa ubang susamang pagtuon dinhi sa
Kabisayaan.*

MISSION

Attainment of the highest quality of human capital and scientific knowledge for the sustained growth and development of agriculture, fisheries, forestry, and agro-industries.

KATUYOAN

*Pagkab-ot sa pinaka-taas nga kalidad sa pagpalambo sa kahibalo ug
kasinatian sa siyensiya alang sa tunhay nga pag-ugmad sa agrikultura,
pangisda, kalasangan, ug mga industriyang pang-agrikultura.*

GOALS

1. Produce high and middle-level quality manpower in agriculture and allied fields to serve the development needs of the region.
2. Generate agricultural production and processing technologies and technology dissemination strategies adaptable to small farms.



VISAYAS STATE COLLEGE OF AGRICULTURE
Baybay, Leyte, Philippines

Office of the College/Board Secretary

**EXCERPT OF APPROVED MINUTES OF THE
164th ViSCA Board of Trustees Meeting
23 May 2001 * NEDA Conference Room
NEDA-RO 8, PALO, LEYTE**

3. Search for ideas that promote effective policy formulation and management of rural development programs.
4. Improve the productivity, profitability, equity, and well-being of the Visayan farmers and fisher folks and their household members through ecologically sound natural resources management so that the level of poverty will be reduced.
5. Promote effectiveness, efficiency, and productivity in the operation of the college units.

OBJECTIVES

1. To strive for excellence in agriculture education for regional and rural development.
2. To sharpen its focus on impact programs and projects in instruction, research, and the application of new knowledge for the well-being of the small Visayan farmers and rural families.
3. To build enduring linkages with international, national and regional institutions and agencies for the promotion of relevant instruction, meaningful research, and effective transmission of useful knowledge in the rural communities in the Visayas.

BOARD ACTION: APPROVED

Date: May 23 , 2001

Certified True and Correct:

DANIEL M. TUdTUD JR.
Board Secretary

Cc: OP
OVPAA
ODI
PDO
AACCUP Center

VISAYAS STATE COLLEGE OF AGRICULTURE

Baybay, Leyte, Philippines
Office of the President



24 April 2001

Hon. Guillermo Carague
Chairman, Commission on Audit
COA Building
Commonwealth Avenue
Quezon City

Thru: **Mr. Guido Sta. Maria**
State Auditor IV
Commission on Audit
ViSCA, Baybay, Leyte

Dear **Chairman Carague**:

Our institution, the Visayas State College of Agriculture (ViSCA), has been granted by the Solicitor General the deputation of ATTY. GLORIOSA CAYUNDA-GUINOCOR as Special Attorney (Please see attached letter). Another requirement before her hiring is a written concurrence of the Commission on Audit. It is for this reason that we are writing you.

ViSCA is a big institution with 750 employees more or less in its main campus alone. There are also 4 CHED supervised schools whose management and supervision have been transferred to ViSCA making the number of its employees more than 1,000. As a state college, ViSCA performs a trilogy of functions, making its financial operation complicated and prone to different kinds of problems and issues needing the services of a legal counsel.

Because of its size as a state college, ViSCA is given by DBM a position of Legal Officer III. Unfortunately, with a monthly salary of more or less P16,000.00, no lawyer of caliber will accept said position on a full time basis. However, ViSCA badly needs a legal consultant to provide the following services:

1. To render legal opinions on matters referred to him by the College President;
2. To review Contracts, Memorandum of Agreement or Memorandum of Understanding;
3. To assist the College President and her representative in hearing and resolving various administrative cases involving ViSCA staff and employees of the 4 attached institutions;

4. To notarize all legal documents of the College, and
5. To perform other functions as referred to him by the College President.

Hence, this request asking for your concurrence to ViSCA's hiring of ATTY GLORIOSA CAYUNDA-GUINOCOR , a practicing trial lawyer, as its legal consultant/retainer with a consultancy fee of P5,000.00 per month.

Hoping for your favorable action on this request.

Very truly yours,


PACIENCIA P. MILAN
President

cc: ViSCA BOT Chair, Dr. Manuel Punzal
ViSCA BOT Members
File

REPUBLIC OF THE PHILIPPINES
OFFICE OF THE SOLICITOR GENERAL

134 Amorsolo St., Legaspi Village
Makati City Philippines
Tel. No. 818-63-01 to 09
Fax. No. 817-6037

March 13, 2001

Ms. Paciencia P. Milan
President
Visayas State College of Agriculture
Baybay, Leyte

M a d a m :

Please be informed that by way of exemption from the provisions of COA Circular No. 95-011 dated December 4, 1995, your request for the deputation of ATTY. GLORIOSA CAYUNDA-GUINOCOR as Special Attorney of this Office is granted.

As such, she is authorized to appear as counsel in all civil cases in the lower courts (RTCs and MTCs) wherein the VISCA and/or its officials/employees are officially involved, subject to the following conditions:

1. She shall be directly under the supervision and control of the Solicitor General;
2. She shall submit to the Solicitor General, for review, approval and signature, all important pleadings and motions, including motions to withdraw appeal, as well as compromise agreements;
3. She shall consult the Solicitor General on all questions, legal and factual, whenever the necessity arises before taking any specific action on the matter;
4. She shall submit to the Solicitor General a semi-annual report on the status of cases handled by her, including copies of important orders issued or decisions rendered therein; and

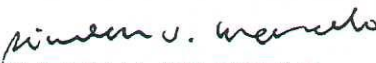
Deputation
VISAYAS STATE COLLEGE OF AGRICULTURE
March 13, 2001

5. No additional compensation from this Office will be given to her by reason of this deputation.

This authority terminates on December 31, 2001, unless sooner revoked. It will be deemed automatically revoked upon termination of her employment with the College.

Further, it is understood that it is the duty of VISCA to secure the concurrence of the Commission on Audit and to comply with all other requirements, if any. Also, our approval is subject to the submission to this Office of a sworn statement that your office has complied with all requirements (other than the authority from the Office of the Solicitor General).

Very truly yours,


SIMEON V. MARCELO
Solicitor General


CARLOS N. ORTEGA
Assistant Solicitor general

CNO/eab

VISAYAS STATE COLLEGE OF AGRICULTURE
Baybay, Leyte


APPOINTMENT OF PART-TIME INSTRUCTORS
FOR BOT CONFIRMATION

<u>NAME</u>	<u>POSITION</u>	<u>EFFECTIVITY</u>
Ervin	Instructor I	1 st Sem. SY 2001-2002
Tagana, Norman	Instructor I	1 st Sem. SY 2001-2002

Submitted by:


MYRNA M. AVILA
Director, HRMDO
(051601)

and:



PACIENCIA P. MILAN
President

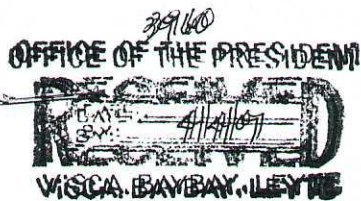
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Report from the Approved minutes of the Academic Personnel Board
dated May 11, 2001

Request of the DAEA Personnel Committee to renew the services of
Mr. Ervin Cuen and Mr. Norman Tagana.

APB Action: Recommending for approval.


MYRNA M. AVILA
Secretary, APB



ISAYAS STATE COLLEGE OF AGRICULTURE
Baybay, Leyte

APPOINTMENT OF PART-TIME EMPLOYEES
FOR BOT CONFIRMATION

<u>NAME</u>	<u>POSITION</u>	<u>EFFECTIVITY</u>
CORTEZ, Evelyn S.	Instructor I	1 st Sem., SY 2001-2002
Dargentos, Joseph P.	Instructor I	-do-
Gealon, Aileen	Instructor I	-do-

Per approved letter request dated March 12, 2001

Submitted by:

MYRNA M. AVILA
Director, HRMDO
(040201)

Noted:


PACIENCIA P. MILAN
President

VISAYAS STATE COLLEGE OF AGRICULTURE
Baybay, Leyte

APPOINTMENT OF PART-TIME INSTRUCTOR
FOR BOT CONFIRMATION

<u>NAME</u>	<u>POSITION</u>	<u>EFFECTIVITY</u>
FRUTAS, Concepcion Leda M.	Instructor I	1 st Sem., SY 2001-02

Submitted by:


MYRNA M. AVILA
Director, HRMDO
(043001)

Noted:


PACIENCIA P. MILAN
President

=====

Excerpt from the Approved minutes of the Academic Personnel Board
dated April 18, 2001

Recommendation of the DPE Personnel Committee to renew the
services of Ms. Leda Concepcion M. Frutas as part-time instructor
for SY 2001-2002.

APB Action: Recommending for approval.


MYRNA M. AVILA
Secretary, APB


VISAYAS STATE COLLEGE OF AGRICULTURE
Baybay, Leyte

APPOINTMENT OF PART-TIME INSTRUCTOR
FOR BOT CONFIRMATION

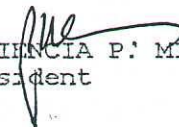
EFFECTIVITY
Summer 2001

Dept. of Arts and Letters	POSITION	APB Referen
1. Mayor, Alan	Instructor	March 27, 2

Submitted by:


MYRNA M. AVILA
Director, HRMDO
(041001)

NOTED:


PACIENCIA P. MILANST
President

VISAYAS STATE COLLEGE OF AGRICULTURE
Baybay, Leyte


APPOINTMENT OF REGULAR EMPLOYEES
FOR BOT CONFIRMATION

<u>NAME</u>	<u>POSITION</u>	<u>EFFECTIVITY</u>
Bañoc, Dionesio M.	Asso. Prof.1	1 st Sem. 2001-2002
Bo, Pamela M.*	Instructor 3	1 st Sem. 2001-2002

Submitted by:


MYRNA M. AVILA
Director, HRMDO
(051801)

Moted:


PACIENCIA P. MILAN
President

=====

Excerpt from the Approved minutes of the Academic Personnel Board
dated May 11, 2001.

Request of DASS Personnel Committee to hire Dr. Dionesio M. Bañoc
to teach Agronomy courses effective first semester SY 2001-2002.

APB Action: Recommending for approval as Associate Professor 1.

Approved per APB referendum dated May 15, 2001



MYRNA M. AVILA
Secretary, APB

VISAYAS STATE COLLEGE OF AGRICULTURE
Baybay, Leyte

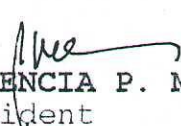
APPOINTMENT OF REGULAR EMPLOYEES
FOR BOT CONFIRMATION

<u>NAME</u>	<u>POSITION</u>	<u>EFFECTIVITY</u>
Pastoril, Edmedio	Driver II	June 1, 2001
Pastoril, Wilfreda	Messenger	June 1, 2001

Submitted by:


MYRNA M. AVILA
Director, HRMDO
(051701)

Noted:



PACIENCIA P. MILAN
President

=====
Excerpt from the Approved Minutes of the Non-Academic Personnel Board dated May 16, 2001.

Submission of the result of the ranking prepared by Preliminary Screening Committee for Administrative Staff (I) with the recommendation that whoever will be given the Driver position, the Messenger position will also be given to the wife.

NAPB Action:

After review of the ranking prepared by the PSCAS NAPB finds it in order. However, the recommendation of the Committee that the wife should be given the Messenger position is not in accordance with the ranking. Hence NAPB is recommending that the top applicant should be given the respective position. However, if there is justifiable reason for the Committee's recommendation for the Messenger position which the Board is not aware of, the President has the discretion to choose from any one of the applicants since all applicants meet the minimum requirements for the position.


TERESITA L. QUINANOLA
Secretary, NAPB


VISAYAS STATE COLLEGE OF AGRICULTURE
Baybay, Leyte

APPOINTMENT OF REGULAR EMPLOYEE

FOR BOT CONFIRMATION

<u>NAME</u>	<u>POSITION</u>	<u>EFFECTIVITY</u>
Abit, Sergio, Jr. M.	Instructor	June 1, 2001

Submitted by:


MYRNA M. AVILA
Director, HRMDO
(043001)

Noted:


PACIENCIA P. MILAN
President

=====

Excerpt from the Approved minutes of the Academic Personnel Board
dated April 18, 2001

Recommendation of the DASS Personnel Committee to hire Mr. Sergio E Abit, Jr. for a teaching position effective June 1, 2001. He will teach soil physics and other soil science courses in the department.

APB Action: Recommending for approval.



MYRNA M. AVILA
Secretary, APB

VISAYAS STATE COLLEGE OF AGRICULTURE
Baybay, Leyte


APPOINTMENT OF REGULAR EMPLOYEES
FOR BOT CONFIRMATION

<u>NAME</u>	<u>POSITION</u>	<u>EFFECTIVITY</u>
Pancito, Myrna A.	Cashier I	June 1, 2001
Espinosa, Graciana M	Clerk II	June 1, 2001
Co, Jocelyn T.	Clerk I	June 1, 2001
Urdaneta, Pamela H.	Clerk I	June 1, 2001

Submitted by:


MYRNA M. AVILA
Director, HRMDO
(051801)

Noted:

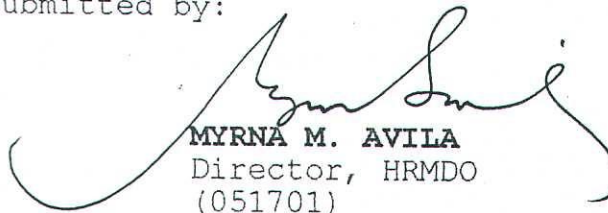

PACIENCIA P. MILAN
President

VISAYAS STATE COLLEGE OF AGRICULTURE
Baybay, Leyte

APPLICATION FOR SABBATICAL LEAVE
FOR BOT CONFIRMATION

<u>NAME</u>	<u>POSITION</u>	<u>EFFECTIVITY</u>
JAVIER, Reynaldo R.	Professor 2	June 16, 2001
ESCALANTE, Margarito	Professor 6	June 1, 2001

Submitted by:


MYRNA M. AVILA
Director, HRMDO
(051701)

Noted:


PACIENCIA P. MILAN
President

EXCERPT FROM THE APPROVED MINUTES OF THE MEETING OF THE ACADEMIC
PERSONNEL BOARD MAY 11, 2001

- Submission by Dr. Margarito C. Escalante of his revised schedule of activities for his Sabbatical Leave.

APB Action: Duly noted and recommended for approval.

- 0. Endorsement of the DASS Personnel Committee for the request of Dr. Reynaldo R. Javier to go on a one year sabbatical leave effective June 16, 2001.

APB Action: Recommending for approval to start on June 1, 2001 (instead of June 16, 2001) and to include preparation of laboratory guides for Agronomy 143 and 243 as one of his activities during his Sabbatical Leave.


MYRNA M. AVILA
Secretary, APB

(1)

**PROPOSAL TO INCREASE THE HIGH SCHOOL
SCHOOL FEES**

The existing school fees of the VISCA Laboratory High School have not undergone any increase for a long number of years already. Thus, some of these school fees are no longer consistent with the prevailing needs of the high school and the rising cost of goods and services.

In view of the foregoing circumstances, and after consultation with the VLHS faculty and the High School Student Body Organization (SBO), the Office of the Principal is proposing to increase the high school fees as follows:

School Fees	Present Rate	Proposed Rate
Tiller Bulletin	20.00	65.00
Deposit	15.00	15.00
Student Insurance	10.00	25.00
Student Initiated Organizations: FFP, FAHP, Science Club, Sports Club, Dramatics Club & SBO	30.00	90.00
Miscellaneous Fees: BSP, GSP, Red Cross, Anti-TB	4.00	10.00
Psychological Examination: Freshmen and Seniors	10.00	15.00
Medical & Dental	0.00	15.00
Athletics	0.00	15.00
Cultural	0.00	10.00
TOTAL.....	89.00	260.00

Justifications:

1. The Tiller Bulletin fee is increased to ₱65.00. Based on the assumption that VLHS will have a maximum of 500 students, the income derived from the Tiller publication fee at ₱65.00 per student will be ₱32,500.00. This amount will meet the budgetary needs of the Tiller Bulletin as follows:

Breakdown of Expenses for the Tiller Publication		
First Issue: Tabloid (June - July, 2000)	5000.00	
Lay-outing: Laser printing for the camera-ready	3000.00	
Photos	500.00	
Sub-Total.....		8
Second Issue: Newsletter (Aug.-Sept.-Oct., 2000)	2500.00	
Lay-outing: Laser printing for the camera-ready	2000.00	
Photos	500.00	
Sub-Total.....		4
Third Printing: Graduation Issue (Nov., 2000-Mar., 2001) Magazine	10000.00	
Lay-outing: Laser printing for the camera-ready	4000.00	
Photos	1000.00	
Press Conferences	3000.00	
Sub-Total.....		18
TOTAL.....	31500.00	3

2. High School students insurance is increased from ₱10.00 to ₱ provide more insurance benefits to students in case of an accident.
3. Student initiated organizations fee is increased from ₱30.00 to ₱ enable student officers/representatives to attend conventions and outside ViSCA, to finance some projects of the organizations, and to them some seed money for any productive venture.
4. Medical and Dental, athletics and cultural fees are included this time par with the college. However, their rates are lower than that of the co

AN ADDENDUM TO THE APPROVED PROPOSAL
TO INCREASE THE HIGH SCHOOL FEES

The High School inadvertently excluded the laboratory fee of students in its "Proposal To Increase The High School Fees" presented to ADCO and approved subsequently by the same body on September 29, 2000 meeting. In view of this deficiency, the High School is hereby proposing an addendum to include a laboratory fee as one of the school fees.

Having realized the need to improve our laboratory facilities and procurement of consumable laboratory materials such as chemicals, LPG fuel, seeds, fertilizer, broiler chicks, feeds and other laboratory needs, we in the High School, propose to collect a laboratory fee of Fifty Pesos (P50.00) per student, per laboratory subject for the whole year. The following are the High School Laboratory subjects per year level.

Laboratory Subjects:

- A. First Year: 3 Lab. Subjects (Both Schemes I & II)
 - 1. Science I - (Integ. & Environmental Science)
 - 2. Home Science I - (Food Nutrition & Family Living)
 - 3. Agriculture I - (Principles of Crop Science)
- B. Second Year: 3 Lab. Subjects (Both Schemes I & II)
 - 1. Science II - (Biology)
 - 2. Home Science II - (Personality Dev't. & Home Management)
 - 3. Agriculture II - (Principles of Animal Science)
- C. Third Year: 3 Lab. Subjects (Scheme I)
2 Lab. Subjects (Scheme II)
 - 1. Science IIIa - (Gen. Chemistry)
 - 2. Science IIIb - (Physics) - Scheme I only
 - 3. Home Science III - (Gen. Cookery) - Girls only
 - 4. Agriculture III - (Rice Production) - Boys only

... (add

D. Fourth Year: 2 Lab. Subjects

1. Science IV - (Physics)
2. Elective (Chemistry) - Scheme I only
3. Home Science IV - Girls, Scheme II only
4. Agriculture IV - Boys, Scheme II only

In summary the following amount for laboratory fees shall collected from each student for the whole year.

First Year	-----	P150.00
Second Year	-----	150.00
Third Year:	Scheme I -----	150.00
	Scheme II -----	100.00
Fourth Year	-----	100.00

If the amount of P150.00 or P100.00 for laboratory fee is the approved High School fees of only P260.00 per year, then ea will only pay the following school fees for the whole year.

First Year	-----	P410.00
Second Year	-----	410.00 less P15 deposit
Third Year:	Scheme I -----	410.00 less 15 deposit
	Scheme II -----	360.00 less 15 deposit
Fourth Year	-----	360.00 less 15 deposit

Undoubtedly, these school fees are quite minimal compared to benefits the students are getting from the school.



Farm and Resource Management Institute
Visayas State College of Agriculture
Baybay, Leyte
Philippines

November 15, 2000

Dr. Paciencia P. Milan
President
VISCA

Madam,

May I request a minimal increase of fees in the use of FARMI training room and audio-visual equipment and for its operation and maintenance. The following are the proposed changes of fees and rental.

<u>User</u>	<u>Rate/hour (P)</u>	
	<u>Previous</u>	<u>Proposed</u>
VISCA Units/Centers/Recognized student organizations	25.00	50.00
Other government agencies	50.00	100.00
Private Organizations	100.00	200.00
<u>Rental for Audio-Visual Equipment</u>		<u>Rate per day (P)</u>
Overhead projector	100.00	150.00
Slide projector	100.00	150.00
Sound system	200.00	300.00
VHS player and TV set	100.00	150.00

These proposed rates are based on the increasing trends in maintenance costs of the audio-visual equipment and for its possible replacements, overtime pay of the audio-visual operator and utility worker as well as to defray minor repairs of equipment.

College-wide activities duly sanctioned by the Office of the President shall be exempt from paying the fees, provided that prior approval has been made on the use of the facilities.

May this request merit your consideration and approval.

Very truly yours,


ZOSIMO M. DE LA ROSA
Director

DEPARTMENT OF PHYSICAL EDUCATION

Visayas State College of Agriculture
Baybay, Leyte

PROPOSAL TO INCREASE THE REGISTRATION FEE FOR SUMMER RECREATION ACTIVITIES FROM P300.00 TO P500.00 PER STUDENT/CLIENTELE

Rationale:

The Department of Physical Education (DPE) as one service department of this College had formed a RECREATION PROGRAM which began in 1989. The program consists of selected physical activities conducted every summer for the purpose of helping the participants, especially the young people, develop leisure values and necessary skills to pursue optimum leisure lifestyles and foster positive attitudes towards life, leisure, and work. This program is designed to provide a wide variety of activities for all groups, regardless of age, sex, social or economic status.

Since the implementation of the program in 1989, the department has discovered and helped develop in every participant their talent/skills in sports, dance and even in playing musical instruments.

In order to finance the program, the department charged every participant a registration fee of P150.00. The fee has since then increased from P200.00 to P300.00 for the past ten (10) years. Due to the request of parents and the participants themselves to offer more activities in the Summer Recreation Program, the department has considered such request. Consequently, the need to increase the fee is also considered for the following reasons:

1. the escalating cost of supplies and materials and the equipment to be used
2. to increase department's fund for repair and maintenance of the equipment,
and
3. to increase the hourly rate of the instructor handling the course

The department feels that a well-compensated instructor will ably deliver quality instruction. Therefore, there is a need to upgrade the incentive of the instructors. The usual number of students enrolled per subject is between 12-15 and meets every MWF or TTh for

2001 summer rec. proposal p.2

one-and-a half-hour for a total of 24 hours. The computation below will show how much instructor has been receiving per student in a particular subject he/she handles ever since the program has started.

Year	Registration Fee	Amount received by the instructor/professor/student
1989 -	P 150.00 ÷ 24 hours	P 6.25 / participant / hour
1990 - 1994	P 200.00 ÷ 24 hours	P 9.33 / participant / hour
1995 - 1997	P 250.00 ÷ 24 hours	P 10.41 / participant / hour
1998 - 2000	P 300.00 ÷ 24 hours	P 12.5 / participant / hour
2001	P 500.00 ÷ 24 hours	P 20.83 / participant / hour

In consideration therefore of the aforementioned reasons, it is highly proposed that the Summer Recreation Program registration fee be increased from P300.00 to P500.00 effective this summer 2001.

Y E A R													
	1989	1990	1991	1992	1993	1994	1995	1996	1997	1998	1999	2000	2001
• RECREATIONAL ACTIVITIES OFFERED • Tennis for Beginners • Learn to Play Baseball • Piano Lesson • Ballet Lesson for Girls • Basic Ballroom Dancing • Elementary Gymnastics • Learn-the-Art of Taekwondo • Rhythmic Gymnastics • Swimming Lesson for the Kids • Learn-to-Play Badminton • Basic Guitar and Banduria Lessons													
	P150.00	P200.00	↑	↑	↑	↑	P250.00	↑	↑	P300.00	↑	↑	P500.00
• REGISTRATION FEE													
• SHARING													
	75% Inst. 25% DPE Trust Fund	↑	↑	↑	↑	↑	↑	↑	↑	↑	↑	60% Inst. 20% DPE Trust Fund 20% ViSC A	↑

VISAYAS STATE COLLEGE OF AGRICULTURE

Baybay, Leyte

JUSTIFICATIONS FOR USE OF INCOME (Main Campus)

Particulars	Amount	Remarks
<u>Student Welfare Fund</u>		
<u>Maintenance & Other Operating Expenses</u>		
02 Traveling Expenses	20,000	Student welfare fund to take care of the expenses incurred related to student activities like attendance to seminars and leadership trainings and college-sponsored student programs.
07 Supplies and Materials	10,000	
29 Other Services	20,000	
Sub-total	50,000	
<u>Augmentation</u>		
<u>Personal Services</u>		
01-700 Honoraria	2,000	For payment of honoraria in lieu of overtime for faculty staff in charge of convention center
<u>Maintenance & Other Operating Expenses</u>		
02 Traveling Expenses	20,000	For augmentation of maintenance and other operating expenses to take care of the deficiency due to the reduction in our MOOE budget and other operational requirements of the different units.
03 Communication Services	20,000	
07 Supplies and Materials	180,000	
14 Illumination, Power & Water	420,000	
23 Gasoline, Fuel and Oil	10,000	
29 Other Services	133,415	
<u>Equipment Outlay</u>	750,000	For purchase of equipment needed in Instruction
Sub-total	1,535,415	
GRAND TOTAL	1,585,415	

Concurred by:

Prepared by:

Norma V. Cala
 NORMA V. CALA
 FMO

PACIENCIA P. MILAN
 President

ACTION MEMORANDUM

I. TITLE

Appointment of Designated Positions

II. INFORMATION

The Screening Committee reviewed and submitted to the President the qualified candidates for different designated positions.

In view of the satisfactory performance of the designated personnel, the College President issued new temporary appointments to the selected personnel for BOT's confirmation.

III. ACTION REQUIRED

Confirmation of the appointment of different designated positions.

IV. PROPOSED RESOLUTION

Confirming the appointment of the following ViSCA Personnel occupying designated positions, effective on the dates specified unless sooner terminated or revoked by higher authority.

<u>NAME</u>	<u>DESIGNATED POSITION</u>	<u>EFFECTIVITY</u>
Gapuz, Julita A.	OIC, DAEE	May 8, 2001 - May 7, 2002
Landerito, Erlinda O.	OIC, DAC-FS	May 8, 2001 - May 7, 2002
Quiñanola, Teresita L.	OIC, HRMDO	June 1, 2001 - May 31, 2002

BOT Resolution No. _____, s. 2001

BOT Action: _____

Date: 23 May 2001



VISAYAS STATE COLLEGE OF AGRICULTURE
Baybay, Leyte

OFFICE OF THE DIRECTOR OF INSTRUCTION

May 15, 2001

Dr. Paciencia P. Milan
President
Visayas State College of Agriculture
Baybay, Leyte

Through: Prof. Daniel M. Tudtud, Jr.
College Secretary

Dear Dr. Milan:

We are submitting to your office for BOT approval the General Education Curriculum (GEC-B) of the Visayas State College of Agriculture, Baybay, Leyte for implementation effective school year 2001-2002 as approved by the College Academic Council on April 3, 2001.

ViSCA is following the minimum number of units required in the General Education Curriculum, Category B or (GEC-B) pursuant to CHED Memorandum No. 4, s. of 1997 specifying the Guidelines for implementation of CHED Memorandum Order No. 59 series of 1996 (*New General Education Curriculum*).

Very truly yours,

RODOLFO G. ESCALADA
Director of Instruction and
Chairman, Curriculum Committee

Gecomm/[rocomm]/



VISAYAS STATE COLLEGE OF AGRICULTURE
Baybay, Leyte

GENERAL EDUCATION CURRICULUM (GEC-B)

Per CHED Memo. No. 4 s. of 1997

	NO. OF UNITS REQUIRED	
	CHED	VISCA
LANGUAGE AND HUMANITIES	<u>English</u> Units 6	<u>English</u>
	English 3	English 11
	English 3	English 12
		Spch 11
	<u>Filipino</u> 6	<u>Filipino*</u>
	Filipino 3	Fil 21/25
	Filipino 3	Fil 22/26
	<u>Humanities</u> 9	<u>Humanities</u>
	Art 3	Hum 11 (Art)
	Philosophy 3	Philo 12
	Literature 3	Engl 21 (Literature)
	Total(CHED) 21	(ViSCA)
MATHEMATICS, NATURAL SCIENCE AND INFORMATION TECHNOLOGY	<u>Mathematics</u> 6	<u>Mathematics</u>
	Math 3	Math 11
	Math 3	Math 22
	<u>Natural Sciences</u> 6	<u>Natural Sciences</u>
	Nat Sci 3	Bio 11
	Nat Sci 3	Phys 11
	<u>Elective</u> 3	<u>Elective</u>
	Math/Nat.Sci	Chem 11
	Total(CHED) 15	(ViSCA)
SOCIAL SCIENCES	<u>Soc. Sciences</u> 12	<u>Soc. Sciences</u>
	Psychology 3	Psycho 11
	Sociology 3	Socio 11
	Economics & the Like 3	SocSci 13
	History 3	SocSci 15 (Phil.History)
		SocSci 14
MANDATED COURSES	Rizal 3	SocSci 16 (Rizal)
TOTAL	(CHED) 51	(ViSCA)

* Fil 21 and Fil 22 are for teacher-training degree programs
Fil 25 and Fil 26 are for other degree programs

Pinzon Subdivision
Echague, Isabela

April 4, 2001

Hon. Chairman & Members
Board of Trustees
Visayas State College of Agriculture
Baybay, Leyte

Sir/Mesdames:


Months ago, I was informed by my brother in-law in Manila regarding the financial obligation of my son, Rodolfo M. Nayga, Jr. in connection with his ViSCA Scholarship in the U.S.A. sometime in 1986.

This is the first time that my son and I received information about our financial accountability to ViSCA. In behalf of my son, may I request that I be made to pay the original amount (accountability) of ₱7,486.03 and \$2,749.87 (dollars). The undersigned has long been retired from service and has no present job. In fact, if the Hon. Chairman and Members of the Board of Trustees of ViSCA would be understanding and considerate enough, the undersigned may not be obliged to pay the EDPITAF counterpart since the EDPITAF funds was a scholarship/fellowship grants-in-aid to the Philippines and whose program has long been terminated under DECS. May I reiterate my foregoing appeal. In fact I was informed that many of the ViSCA scholars in the past did not return to ViSCA and never paid attention to their obligations.

May I be officially informed of the Board's Action so that I can remit the original financial obligation of my son.

Thank you and more power. Regards.

Very truly yours,


RODOLFO C. NAYGA, Ph.D.

VISAYAS STATE COLLEGE OF AGRICULTURE
Baybay, Leyte

STATEMENT OF REFUNDABLE AMOUNT OF RODOLFO M. NAYBA, JR.
AS SCHOLAR

Scholarship Contract: Aug. 16, 1986 -- Aug. 15, 1987;
M. S. in Agricultural Economics: 2 yrs & 5 months

Expenses paid by VISCA:

Clothing allow. & pre-travel expenses	P 3,300.00
Equity charge (100%)	3,300.00
	<hr/>
	P 6,600.00

Add: 14% interest/annum

14% x 350 days
365

886.03

Pesos:

P 7,486.03

Expenses paid by EDPITAF:

Plane fare to US	\$ 1,212.20
Equity charge (100%)	1,212.20
	<hr/>
	\$ 2,424.40

Add: 14% interest/annum

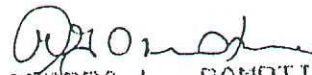
14% x 350 days
360

325.47

Dollars:

\$ 2,749.87

CERTIFIED CORRECT:


MILAGROSA L. GAMOTIN
OIC-Accounting Division

VISAYAS STATE COLLEGE OF AGRICULTURE

Isabel Campus

Isabel, Leyte

March 13, 2001

Dr. Paciecnia P. Milan
President
VISCA, Baybay, Leyte

Madam:

The Visayas State College of Agriculture, Isabel Campus would like to request approval through a Resolution from the BOT to cut the G-melina, Acacia Mangium and Ipil-ipil trees growing within the Orchard (Mango Farm) of the school. These trees had been planted by the school from 1989 -1990.

The reasons of cutting the trees are:

1. To minimize competition of nutrients and sunlight, thus, giving way to the mango trees to grow fully to its maximum potential.
2. To have an optimum air circulation.
3. To minimize the alternate host of pests and diseases.
4. To increase production and improve quality of fruits.
5. To generate income from dunnage sales, if possible.

Favorable consideration to this request is highly appreciated.

Very truly yours,



VICTOR R. RITAGA
Vocational School Superintendent II

VISAYAS STATE COLLEGE OF AGRICULTURE

Baybay, Leyte, Philippines
Office of the President



28 March 2001



Dr. Victor R. Ritaga
Vocational School Superintendent II
ViSCA-INAVS
Isabel, Leyte

Dear Dr. Ritaga:

This pertains to your letter request to cut the G-melina, Acacia Mangium and Ipil-ip trees growing within the orchard (Mango Farm) of INAVS. Please be informed that we have sent a letter to the DENR 8 Regional Director requesting permission to cut down said trees. As of now, we have forwarded your request to the Board Secretary for inclusion in the next BOT meeting and awaiting the approval from the DENR Regional Office.

Best regards.

Very truly yours,


PACIENCIA P. MILAN
President 

cc: Prof. D. M. Tudtud, Jr.

MEMORANDUM OF AGREEMENT

NOW ALL MEN BY THESE PRESENTS:

This agreement is entered into by and between:

The **AGRARIAN REFORM SUPPORT PROJECT (ARSP)**, a project partnership between the European Union and the Republic of the Philippines, with office address at J. Mamacos Bldg., JC Aquino Avenue, Butuan City, represented by the Provincial Director, **ANTONIETA R. BORRA, MNSA, CESO III**, hereinafter referred to as the "**ARSP**";

The **DEPARTMENT OF AGRARIAN REFORM (DAR)**, the lead agency in the implementation of the Comprehensive Agrarian Reform Program (CARP), with office address at Montilla Boulevard, Butuan City, represented by the Regional Director, **ANTONIETA R. BORRA, MNSA, CESO III**, hereinafter referred to as the "**DAR**";

- and -

The **VISAYAS STATE COLLEGE OF AGRICULTURE (ViSCA)**, an institution of higher learning established under Pres. Decree No. 470 as amended by Pres. Decree No. 700, with principal office at Baybay, Leyte, duly represented by its President, **DR. PACIENCIA P. MILAN**, hereinafter referred to as the "**ViSCA**";

WITNESSETH:

WHEREAS, the Agrarian Reform Support Project (ARSP) assists DAR in the effective implementation of CARP; and in alleviating rural poverty and agricultural stagnation in the 63 Cs of selected 5 provinces including Agusan del Norte and Agusan del Sur;

WHEREAS, among the project component of ARSP is the Productivity Systems Development which provides ARBs with financial assistance for agricultural inputs, livelihood production, tree farming, marketing, technology transfer and other projects that will enhance agricultural production and household income;

WHEREAS, as a flagship project, ARSP has placed investments for planting materials, necessary inputs, technical assistance to ARBs for tree care and management and other support systems for the ARBs for them to have food and some cash while waiting for the trees to be vested;

WHEREAS, ARSP is in need of planting materials of root crop, its appropriate technology as well as pre and post harvest facilities on root crops for the ARBs of Agusan provinces particularly those who have availed ARSP's tree farming project;

WHEREAS, there is an existing PO/COOP in ARSP-assisted ARC that fabricates pre post harvest facilities on rice farming and other farm tools and equipment;

WHEREAS, DAR is mandated to provide support systems to hasten the cultivation of land distributed to agrarian reform beneficiaries and to increase agricultural productivity and ease household income;

WHEREAS, DAR is among the project partners of ARSP in the different development interventions of ARSP in selected ARCs of Agusan del Norte and Agusan del Sur;

WHEREAS, ViSCA, a multi-commodity research and development center which aims to enhance generation of appropriate technologies to increase and sustain farm productivity and profitability in support to agri-industrialization and economic development;

WHEREAS, ViSCA through the Philippine Root Crop Research and Training Center (PhilRootcrops) is engaged in research and technology development for root crops including development of appropriate machines and equipment for root crop processing;

WHEREAS, ARSP, DAR and ViSCA share a common vision of helping the farmers improve their living condition;

NOW THEREFORE, for and in consideration of the foregoing premises, the parties hereto hereby mutually agree on the following:

That ARSP shall:

1. Secure planting materials of improved variety of root crops at cost and avail of pre and post harvest facilities for root crops from ViSCA;
2. Assist staff/personnel of ViSCA who will provide technical assistance and extension services to farmers in Agusan provinces who are planting the improved varieties of root crops and who have availed pre and post harvest facilities on root crops from ViSCA;
3. Establish mechanism to ensure that the planting materials distributed to farmers are propagated so that more areas will be planted and more farmers will be able to plant the improved varieties of root crops;

That DAR shall:

1. Assist ARSP and ViSCA in providing technical assistance or extension services to farmers in the Agusan provinces availing improved varieties of root crops and pre and post harvest facilities on root crops;
2. Assist in the establishment of mechanism to ensure propagation of planting materials distributed to farmers so that more areas will be planted and more farmers will be able to plant;

That ViSCA shall:

1. Provide the ARBs of Agusan provinces with planting materials at cost of improved varieties of root crops including the use of pre and post harvest facilities for root crops developed by ViSCA;
2. Extend technical assistance or extension services to ARBs of Agusan provinces on root crop production, marketing and processing of their produce into food products, etc.;
3. Continuously extend assistance to farmers by providing new varieties of root crops and new developed facilities and appropriate technologies at cost even after ARSP phases out;

4. Accredited the ARSP-assisted PO/COOP, who is fabricating farm equipment/tools to fabricate some of the simple ViSCA-designed pre and post harvest facilities on root crops;

AMENDMENTS

The parties to this agreement, maybe, by mutual consent, amend, alter or modify this agreement at any time by or through addendum signed by them.

EFFECTIVITY

This agreement shall take effect upon the signing of the parties.

IN WITNESS WHEREOF, the parties hereto hereby affix their signatures this ____th day of _____, 2001 at _____, Philippines.

**AGRARIAN REFORM
SUPPORT PROJECT
(ARSP)**

by:

**DEPARTMENT OF
AGRARIAN REFORM
(DAR)**

by:

**VISAYAS STATE COLLEGE
OF AGRICULTURE
(ViSCA)**

by:

ANTONIETA R. BORRA
Provincial Project Director

ANTONIETA R. BORRA
Regional Director

PACIENCIA P. MILAN
President

Signed in the presence of:

ACKNOWLEDGEMENT

Republic of the Philippines)
Province of Leyte) S.S.
City/ Municipality of _____)

BEFORE ME, this _____ day of _____ 2001 at _____, per
appeared :

Comm. Tax Cert. No. Issued On Issued At

ANTONIETA R. BORRA _____

PACIENCIA P. MILAN

03651540

Feb. 12, 2001 Baybay, Leyte

All known to me to be the same persons who executed this foregoing instrument, consisting four (4) pages including this page, and that they acknowledge to me that the same is their free and voluntary act and deed, as well as the respective entities they represent.

IN WITNESS WHEREOF, I have hereunto set my hand and affixed my notarial seal on the date and place first above-written.

Notary Public

Doc. No.: _____
Page No.: _____
Book No.: _____
Series of 2001

- 2.2 That **BLRSHAI** shall establish its own bakery building including its facilities and office, on a location of its choice, the cost of the acquisition and the construction and maintenance of the bakery building itself to be shouldered by the association;
- 2.3 That **BLRSHAI** shall assume responsibility of ensuring that the bakery products meet the standards of quality set by **ViSCA** through the FST Section of **DACFS** and the market;
- 2.4 That **BLRSHAI** shall shoulder expenses in the different training activities that will be held at the latter's site of operations. This includes travel expenses and accommodation of **ViSCA** personnel who will be tapped as resource persons upon approval of the **ViSCA** President;
- 2.5 That **BLRSHAI** shall clearly and distinctively give recognition of the technology development and the technical assistance rendered by **ViSCA** through the FST Section of **DACFS**;
- 2.6 That should any damage to property, life or limb, be caused to **BLRSHAI** members or to third persons in the premise of the latter's area of operations, the same shall be borne solely by **BLRSHAI** to the total exclusion of **ViSCA**;

ARTICLE 3 PERIOD OF AGREEMENT

The Memorandum of Understanding shall be in effect for five (5) years without prejudice to renewal for another five (5) years upon mutual agreement by both parties.

Should **BLRSHAI** default on its use of the technology before the end of the indicated term, this Memorandum of Understanding is deemed automatically terminated.

ARTICLE 4 AMENDMENTS, MODIFICATIONS AND ALTERATIONS

All amendments, modifications and alterations of any of the terms of this Understanding shall be made in a separate written instrument jointly signed by the parties hereto, which shall thereafter form part of this Agreement.

IN WITNESS WHEREOF, we have hereunto set our hands on this _____ day _____, 2001 at **ViSCA**, Baybay, Leyte.

By:

PACIENTE MILAN
President, **ViSCA**

CESAR B. LAMOSTE
President, **BLRSHAI**

Signed in the presence of

ANDRESITO D. AL
Dept. Head, **DAC-FS**

FELIX TESTOSO
Section Head, **FST**

Proposal to Charge ViSCA Households for Water Consumption

Rationale

Water is slowly becoming a scarce resource in ViSCA. There are many reasons for this phenomenon but it boils down to indiscriminate and wasteful use of water. One way to encourage water conservation is by charging households for water consumption. This can be done by installation of a water meter to determine monthly consumption or "user's fee". However, with the construction of extensions in different households, pipelines have been covered by cement flooring making it difficult to trace which pipe goes to which household. It is thus proposed that instead of charging based on monthly consumption per cubic meter, flat rates will be charged instead.

Guidelines

1. Each household within ViSCA will be charged P50.00 per month.
2. An additional P100.00 will be charged to those with lodgers.
3. Those with ponds and/or commercial gardens will be charged another P100.00.
4. Every commercial establishment with water lines connected to ViSCA shall be charged P100.00 per month.