

MINUTES OF THE 110th University ADCO MEETING
Friday – 12 September 2014
2nd Floor – University Review Center
Visayas State University
Visca, City of Baybay, Leyte

ATTENDANCE:

A. Present

1.	ABAMO, Antonio P.	Dean, College of Management & Economics
2.	AMPAC, Louella C.	OIC Director for Finance
3.	ASIO, Victor B.	Dean, College of Agriculture
4.	BALBARINO, Edwin A.	Dean, VSU Isabel
5.	BELONIAS, Beatriz S.	Dean, Graduate School
6.	CANO, Lourdes B.	Director for Administration
7.	CAPUNO, Othello B.	VP for Research & Extension
8.	CENIZA, Ma. Juliet C.	Director, NCRC-Visayas
9.	COME, Renezita S.	Dean, College of Forestry & Environmental Sci.
10.	ESGUERRA, Erlinda S.	Head, Accounting Office
11.	GAPASIN, Ruben M.	Director, NARC
12.	GARCIA, Pastor P.	Director, eco-FARMI
13.	GUARTE, Roberto C.	VP for Administration and Finance &
		Dean, College of Engineering
14.	ISRAEL, Nestor M.	Director, General Services Office
15.	LAÑADA, Eugene B.	Dean, College of Veterinary Medicine
16.	LORETO, Alan B.	Executive Assistant
17.	LORETO, Manolo Jr. B.	Dean of Students
18.	PADAYAO, Marichu M.	Dean, VSU Alangalang
19.	PATINDOL, Remberto A.	Dean, College of Arts and Sciences
20.	QUEVEDO, Marcelo A.	Director, PhilRootcrops
21.	SANTOS de los, Janet Alexis A.	Dean, College of Nursing
22.	SAZ, Efren B.	Director for Development & Extension
23.	TUdTUD, Daniel Jr. M.	University Secretary
24.	TULIN, Edgardo E.	OIC President
25.	VELARDE, Rosa Ofelia D.	Director for Research
26.	VELASCO, Eliezer L.	University Registrar
27.	YU, Elwin Jay V.	Head, Health Services Office

B. Not Present

Represented by/Remarks

1.	ALBEOS, Felipe Q.	
2.	BACUSMO, Jose L.	on leave
3.	CUADRA, Lijueraj J.	
4.	LAUZON, Roberta D.	<i>represented by Ms. Obdulia G. Camoying</i>
5.	PARDALES, Andreli D.	<i>represented by Ms. Sheira May T. Camacho</i>

C. Others Present

1.	MORENO, Luz O.	Faculty Regent
2.	GUINOCOR, Rysan C.	University Legal Officer
3.	ARPILLEDADA, Rolando H.	VSULHS Principal

1 **I. ROLL CALL**

2 Dr. Edgardo E. Tulin, the OIC President, inquired from the University Secretary
3 whether there was a quorum of UADCO members present for the meeting.

4 The University Secretary informed the OIC President, that there was a quorum of
5 UADCO members present for the 110th UADCO meeting.

6 **II. CALL TO ORDER**

7 Dr. Edgardo E. Tulin, OIC President, welcomed all UADCO members to the
8 meeting and called the meeting to order at 1:30 P.M. after ascertaining that there was a
9 quorum.

10 **III. PRESIDENT'S REPORT**

11 The OIC President informed the Council that the meeting will tackle only a few
12 items that will be discussed in the upcoming Board of Regents' meeting.

13 The OIC President informed the Council that insofar as licensure examinations are
14 concerned, the University secured a 90% passing rate for the Geodetic Engineering licensure
15 examinations (13 out of 14 takers) with two (2) in the Top 10 (6th Placer – Engr. Alfante and
16 8th Placer – Engr. Antolihao). On the other hand, the university got a 25% passing
17 percentage in the Veterinary Medicine licensure examination.

18 The OIC President likewise informed the Council that the VSU Alangalang and
19 VSU Villaba just successfully completed Level I accreditation for some of their
20 undergraduate programs.

21 Lastly, the OIC President informed the Council that President Bacusmo has already
22 checked out of the hospital and is now in his residence and is recovering fast.

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

24 The President requested the Council to look at the Agenda for the 110th UADCO
25 Meeting:

26

PROPOSED AGENDA

I. Roll Call and Declaration of Quorum

II. Call to Order

III. Adoption of the Proposed Agenda

IV. Calendar of Business

A. New Business

1. Implementation of a Senior High School Program at VSU
2. Management of VSU Properties: A Proposal
3. Proposed Upgrading of Faculty based on NBC 461, 5th Cycle Print-Out
4. Appointment of some VSU Personnel:

a. Academic Staff

1) *Temporary Appointments*

- a) Dr. Henry Y. Goltiano (SG-23)
- b) Fourteen (14) from the VSU Main Campus (SG-12)

2) *Contractual Appointments*

- a) VSU Main Campus (2)
- b) VSU Alangalang (3)
- c) VSU Tolosa (1)
- d) VSU Villaba (2)

b. Administrative staff

- 1) *for* Promotion (18)
- 2) *for* Regular Appointment (7)
- 3) *for* Casual/Contractual Appointment (2)

B. Other Matters

1. Application for Sabbatical Leave of Dr. Andresito D. Acabal
2. Deployment/Transfer of Regular academic/Administrative Positions

a. from VSU Main Campus

- 1) *to* VSU Alangalang (3 items)
- 2) *to* VSU Isabel (2 items)
- 3) *to* VSU Tolosa (1 item)
- 4) *to* VSU Villaba (2 items)

b. from Satellite Campuses

- 1) VSU Villaba *to* Main Campus (2 items)
- 2) VSU Tolosa *to* Main Campus (1 item)

3. Request for Authority from the BOR in the Use of Income for the 4th Quarter

1 4. Information/Announcements

- 2 a. Security Measures to be Implemented in Main Campus
3 b. Resolution of the VSU Faculty Association Regarding the Implementation of
4 NBC 461, 6th Cycle
5 c. Report Card Survey by the CSC Central Office
6 d. Increase in Honorarium for Department Heads/Heads of Offices
7 e. Update on the PBB

8 Dr. Lourdes B. Cano moved for the approval of the Agenda of the 110th UADCO
9 Meeting, as modified.

10 Dr. Othello B. Capuno seconded the motion.

11 The University Administrative Council passed

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

15 **Resolution No. 41**
16 **Series of 2014**
17

18 Approving the Agenda for the 109th University Administrative Council meeting dated
19 18 July 2014 held at the 2nd Floor, Center for Continuing Education (CCE) Building, VSU
20 Main Campus, Visca, City of Baybay, Leyte, as presented.

21 **Univ. ADCO Action: APPROVED**

22 Date: 12 September 2014

23 **V. NEW BUSINESS**

24 1. Implementation of a Senior High School Program at VSU

25 Dr. Edgardo E. Tulin informed the Council that the current VLHS Principal-
26 designate, Dr. Rolando H. Arpilleda, has made a proposal, in connection with the
27 implementation of the K-12 program of DepEd. This proposal was an offshoot of the
28 discussion at PhilRootCrops on how the University will implement the Senior High
29 School program once it becomes mandatory in 2016. The proponent, Dr. Arpilleda, will
30 try to provide some insights regarding operationalization of the proposal.

31 At the onset, Dr. Arpilleda indicated that while it is true that VSU, *per se*, “does
32 not have any business with the DepEd” it is still a fact that the VSU Laboratory High
33 School (VLHS) program will still be affected when Grades 11 and 12 (Senior High
34 School) will be implemented starting in 2016. Dr. Arpilleda pointed out that when

1 Grades 11 and 12 will be implemented in 2016 and 2017 respectively, VSU will not
2 have any incoming freshmen during this two (2) year period.

3 Dr. Arpilleda mentioned that there will be two main tracks in the Senior High
4 School program of the DepEd, namely: the Technical-Vocational (TechVoc) track and
5 the Academic track. Based on present-day realities, the DepEd high schools can most
6 probably offer successfully the Tech-Voc track because this is related to the TLE.
7 However, it will be in the Academic track that the DepEd will be hard put in
8 implementing the said program since this track will have four (4) components, namely:
9 Science, Technology, Engineering and Mathematics (STEM).

10 Thus, when the students are in Grade 10, the Guidance Counselor will have to
11 make an assessment of which track best suits each of the students. The graduates of the
12 TechVoc track cannot proceed to college. Thus, it will be expected that most of the
13 students will elect for the Academic track and will select which of the strands – STEM –
14 is most appropriate to them. This is very important because once a student has been
15 enrolled in a practical track/strand, it will not be possible to “jump” to another
16 track/strand. The student has to go back to Grade 11 and re-do the whole thing. So,
17 advisement during Grade 10 is very critical.

18 Given this scenario, Dr. Arpilleda indicated that only VSU will be able to
19 provide the needed “educational training” for all the strands under the Academic track.
20 Dr. Arpilleda pointed out that if and when VSU will offer the Academic track, the main
21 problem will be on the fees that will be assessed each of the incoming students. At
22 present, the national government is subsidizing those high school students studying in
23 private institutions at the rate of P8,500/year or about P4,275/semester but which is
24 expected to be increased to P10,000/year or about P5,000/semester. Dr. Arpilleda
25 likewise pointed out that in a regular semester, college students are allowed to take
26 seven (7) subjects with a minimum of 48 contact hours to a maximum of 54 contact
27 hours per subject per semester. On the other hand, in the high school, student have to
28 take eight (8) subjects per semester with a total of 80 contact hours per subject per

1 semester. This is the challenge that VSU faces if and when VSU will be mandated to
2 become one of the “service providers” for Grades 11 and 12.

3 Dr. Arpilleda pointed out that in consideration of the fact that existing
4 regulations has placed a cap on the total number of students that VLHS can carry (500
5 students), there is an urgent need to “create” a separate *Institute of Senior High School*
6 directly under the Vice President for Instruction and not under the College of Education.
7 The reason for this is that all satellite campuses of the VSU system will also be offering
8 this “senior high school program,” thus, it will be the responsibility of the new Institute
9 to coordinate the offering of program between the different departments of the
10 University as well as those in the satellite campuses.

11 Dr. Arpilleda then pointed out that with the creation of this new Institute there
12 will potentially be more students who will enter VSU after graduating from Grade 12.
13 This will somehow offset the added cost of providing for their “senior High School
14 education”.

15 Dr. Tulin thanked Dr. Arpilleda for the presentation and requested comments
16 from the body.

17 The University Secretary made the following comments:

- 18 a. *that*, based on Sections 1 and 2 of RA 9154, VSU was created primarily as an
19 institution of higher learning with emphasis on agriculture;
- 20 b. *that*, it is not true that VLHS has been given permission to have a student population
21 of 500 students in all year-levels;
- 22 c. *that*, the CHED has always been reminding the University to “phase-out” the high
23 school program;
- 24 d. *that*, given the renewed push for the integration of all SUCs in Region 8, VSU is
25 positioning itself as a “research University” based on the new typology of CHED;
- 26 e. *that*, creating an Institute of Senior High School will be seen as a step backward in
27 VSUs role as the Leading University in Region 8;
- 28 f. *that*, there are many inconsistencies in the proposal like “the senior high school
29 students will be *bonafide* students of the University” which is not possible since

1 Grades 11 and 12 are academic programs of the DepEd and not of the University;
2 and
3 g. *that*, it would be best to wait for the guidelines from CHED on the role(s) of SUCs
4 *vis-à-vis* the K-12 program.

5 Dr. Tulin commented that this proposal is a pro-active proposal in consideration
6 of the implementation of the Grade 11 in 2016 and the Grade 12 in 2017.

7 Dr. Victor B. Asio expressed his appreciation of the efforts exerted by Dr.
8 Arpilleda in crafting the proposal. However, going back to secondary level is definitely
9 counterproductive to our efforts to be globally competitive. Dr Asio pointed out that the
10 Council to be globally competitive especially with the 2015 ASEAN Integration, the
11 University must have very strong Graduate Programs – MS and PhD levels – in as many
12 fields as possible because this is how international universities are compared.

13 Dr. Othello B. Capuno also commended the efforts exerted by Dr. Arpilleda but
14 indicated that there is really a need for VSU to concentrate its efforts in tie-ups with
15 international organizations as part of becoming globally competitive. Dr. Capuno also
16 mentioned that he is aware that the big SUCs have already removed their high school
17 programs to give emphasis on tertiary education.

18 Dr. Roberto C. Guarte informed the Council that VSU is aiming for a University
19 Category with Autonomous Category. The 2015 ASEAN integration means that there
20 will be “free entry of labor and services” within the ASEAN member countries. By
21 2018, there will be “free entry of students” within the ASEAN region. The first
22 requirement for VSU to be qualified as one of the Universities where foreign students
23 can enroll is to first qualify in the ASEAN requirement which is Graduate Programs
24 specifically PhD degrees. The second is International Linkages. If VSU wants to be
25 autonomous university, the first requirement is a faculty complement with at least 50%
26 PhDs and a substantial number of graduate students including foreign students. Thus,
27 VSU should focus its efforts on these requirements.

1 Dr. Antonio P. Abamo commented that while the proposal is pro-active in
2 preparation of the implementation of the Grades 11 and 12, the absence of clear
3 guidelines from the CHED makes it difficult for VSU to make a decision on this matter.

4 Dr. Marichu M. Padayao commented that the University will have to think of
5 ways of integrating the knowledge imparted to Grade 12 graduates from the STEM of
6 DepEd in the degree programs to be offered by 2018.

7 Dr. Tulin replied that new CMOs for the different degree programs will be issued
8 before 2018 to prepare HEIs to the new Grade 12 graduates.

9 Dr. Guarte informed the Council that for the Engineering track, the Technical
10 Panel for Engineering Education (TPEE) has just completed the draft of the “outcomes-
11 based” engineering curriculum and this has been submitted to the CHED for final action.
12 The TPEE expects this new curriculum to be approved for implementation by next
13 schoolyear. In the College of Engineering, there will be a workshop on how the different
14 syllabi will be converted to outcomes-based syllabi. The Engineering programs in the
15 Philippines is fortunate because we have this Philippine Technology Council (PTC)
16 which is accredited by the Washington Accord, to start accrediting engineering
17 programs in the Philippines. One of the requirements to becoming an autonomous
18 University, is to have at least two (2) internationally recognized degree programs. The
19 College of Engineering would like to have the Ag. Engineering and Geodetic
20 Engineering programs to be accredited.

21 Dr. Tulin commented that all courses in all degree programs will be accredited
22 will have to adopt the outcomes-based systems. Even the performance evaluation will be
23 outcomes-based.

24 Dr. Lourdes B. Cano raised the issue of how will the University ensure that the
25 faculty teaching GE courses, about 100 regular faculty, can be retooled so that they will
26 be able to teach the mandated GE courses at the university level, come 2018. These
27 regular faculty are based in the DLABS, DMPS, DoPAC, DBS and other departments
28 offering GE courses.

1 Dr. Beatriz S. Belonias replied that since many of these regular faculty are in
2 departments with undergraduate programs, they will also teach other courses other than
3 the GE courses.

4 Dr. Tulin informed the Council that the CHED will be providing a new set of
5 CMOs very soon that already takes into account the K-12 program.

6 Dr. Capuno indicated that in the absence of a clear set of guidelines from the
7 CHED on what SUCs should do vis-à-vis the K-12 program, moved to have the proposal
8 deferred until such time that a set of guidelines from the CHED shall have been issued
9 for the guidance of all SUCs.

10 Dr. Marichu M. Padayao seconded the motion.

11 No objections were raised.

12 The University Administrative Council passed

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

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17 **Resolution No. 42**
18 ***Series of 2014***

19 **Deferring action** on the proposal until such time that the CHED or the VSU Board
20 of Regents shall have issued Guidelines vis-à-vis what VSU can do to help the K-12
21 program of the DepEd.

22 **Univ. ADCO Action: DEFERRED**

23 **Date: 12 September 2014**

24 2. Management of VSU Properties: A Proposal

25 Dr. Tulin requested Ms. Louella C. Ampac, OIC Director of Finance, to make
26 the presentation.

27 Ms. Ampac informed the Council that this proposal seeks to revise the existing
28 policy on handling of VSU properties as contained in OP Memorandum Circular No. 93,
29 s. 2000. In essence, the proposed revisions seeks to simplify and spread out the
30 responsibilities of handling properties of the University by not only limiting those with
31 Permanent Positions from signing Memorandum Receipts (now called
32 Acknowledgement Receipt for Equipment – ARE) but to include those government
33 employees on Temporary and Casual (PS funded) appointments.

1 A thorough discussion about the proposal ensued. The following suggestions
2 were made to improve the proposal:

- 3 1. *that*, there should be a materiality threshold or ceiling for temporary or casual
4 employees;
- 5 2. *that*, employees, whether permanent/temporary/casual, requesting for specific
6 equipment should sign the PR and if possible be required to sign the MRs/AREs for
7 such equipment;
- 8 3. *that*, those faculty on teacher's leave also be required to sign MRs/AREs since the
9 temporary clearance does not require them to get cleared of their property
10 accountabilities;
- 11 4. *that*, for projects, the Project Leader should be made responsible for the MRs/AREs
12 of purchased equipment;
- 13 5. *that*, for academic units, the Department Head will initially sign the MRs/AREs but
14 it is understood that these will be distributed to the other members of the department;
- 15 6. *that*, all retiring employees will be required to present a Certificate of No Pendency
16 so that they will be able to process their GSIS Retirement benefits;
- 17 7. *that*, Final Clearance will have a validity of only six months prior to actual date of
18 retirement;
- 19 8. *that*, there is a need to come up with a "detailed guideline" on when the Final
20 Clearance should be started;

21 After the thorough discussion of the various issues, the Council decided to defer
22 action on the proposal and requested the proponent to include all the suggestions in
23 order to come up with a more detailed set of guidelines on the matter.

24 No objections were raised.

25 The University Administrative Council passed
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University Administrative Council
Visayas State University
Visca, Baybay, Leyte

Resolution No. 43
Series of 2014

Deferring action on the proposal and suggested that the proposal be improved by taking into account the suggestions raised by the Council and that a more detailed set of guidelines be prepared for discussion in another UADCO Meeting.

Univ. ADCO Action: DEFERRED

Date: 12 September 2014

3. Proposed Upgrading of Faculty Based on NBC 461 – 5th Cycle Print-Out

Dr. Tulin informed the Council that UADCO action on this matter is needed prior to any BOR action. Dr. Tulin mentioned that faculty who were able to get promoted but still were not yet in possession of an appropriate Masteral degree, will have their promotions be held in abeyance, until they shall have met the minimum educational requirements.

Dr. Belonias pointed out that Dr. Editha Cagasan and Ms. Maria Anabelle D. Gerona are not in the said list.

Dr. Tulin mentioned that there are 13 new “Professors” based on the latest print-out.

Dr. Cano replied that the “new professors” will still be subjected to accreditation by the PASUC Accreditation Committee, thus, their names cannot yet be included for submission to the DBM. As of the moment, they are “squatters” in their positions until they are accredited. As for Ms. Gerona, Dr. Cano indicated that she will check the printout.

Dr. Obdulia Camoying of VSU Tolosa, also requested that the names of two Tolosa staff be verified, namely: Mr. Ronald Donceras (finished MS in LNU and currently pursuing PhD) and Mr. Oscarlito Cinco.

Dr. Cano replied that she will also check. In the case of Mr. Cinco, he is already occupying the position indicated in the printout so, he cannot be promoted.

Ms. Ampac inquired whether there is any effectivity clause when this 5th cycle will be implemented.

1 Dr. Tulin indicated that before Ms. Roberta C. Lemos retired, Ms. Lemos opined
2 that it can only be implemented when the University has funds. Dr. Tulin, in turn,
3 inquired from Ms. Ampac whether the University has funds to cover this.

4 Ms. Ampac replied that Ms. Lemos thought that the University can still charge it
5 against University income. However, with the COA opinion that it is illegal to charge
6 this to income, the University cannot commit to paying this within 2014.

7 Dr. Luz. O. Moreno, Faculty Regent, informed the Council that during a meeting
8 of SUC Faculty Association Presidents and the DBM, Mr. Argante Vergara (of DBM)
9 indicated that the DBM controls funds from vacant SUC positions and the DBM can use
10 this for this purpose.

11 Dr. Cano interpellated that the DBM requires a BOR Resolution approving the
12 upgrading of the faculty as well as a Certification on the Availability of Funds. With
13 regard the Certification, Dr. Cano indicated that she will personally check with Juvy to
14 clarify whether the DBM will be responsible for providing funds for this year.

15 Ms. Ampac clarified that the University is still looking for funds to fund the 4th
16 cycle salary differentials for the period July to December 2014.

17 Dr. Moreno indicated that implementation is possible since the 4th cycle
18 differentials will stop once the 5th cycle salary differential is implemented.

19 Dr. Tulin corrected this assumption and stated that if ever the 5th cycle is
20 implemented, this will be a different payroll since the 4th cycle still has to be paid out
21 until the regular DBM appropriation for the upgraded positions are implemented.

22 Dr. Cano informed the Council that for the implementation of the 5th cycle, the
23 University needs to shell out another P600,000 per month.

24 Ms. Ampac pointed out that based on the National Expenditure Program (NEP),
25 the funds for the 5th cycle salary differentials are not yet incorporated in the 2015
26 budget. Thus, the problem given this new funding requirement is how to sustain it in the
27 meantime that the DBM does not yet have an allocation for this.

28 The University Secretary indicated that for the purposes of the BOR, it should
29 carry the colatilla that its effectivity should be upon release of funds by the DBM,

1 hopefully in 2015. Placing a colatilla of “subject to availability of funds” will impact
2 negatively on year-end bonuses of all other University employees.

3 Dr. Tulin clarified that what will be presented to the BOR will be approval of the
4 upgrading for purposes of submission of the list to the DBM for NOSCA purposes.

5 No objections were raised.

6 The University Administrative Council passed

7 **University Administrative Council**
8 **Visayas State University**
9 **Visca, Baybay, Leyte**

10 **Resolution No. 44**
11 **Series of 2014**

12
13 **Approving** the proposed upgrading of faculty based on NBC 461, 5th Cycle print-
14 out and strongly endorsing the proposal for Approval by the VSU Board of Regents.

15 **Univ. ADCO Action: APPROVED**
16 **Date: 12 September 2014**

17 4. Appointment of Some VSU Personnel

18 Dr. Tulin requested the Council to look at new appointments of some VSU
19 faculty and staff and indicate if they had any question or objection on any of the names
20 indicated.

21 a. *Academic Staff – Temporary Appointments*

22 1) Dr. Henry Y. Goltiano – Asso. Prof. 5 (SG-23)

23 2) 14 Faculty Members from Contractual to Temporary

Name	Position	APB Mtg.	Item No.	Effectivity
a) BALDOS, Angelica P.	Instructor III	06/11/14	INST3-18-2004	08/01/14 – 07/31/15
b) BANDALAN, Aillen B.	Instructor I	06/25/14	INST1-35-2013	07/01/14 – 06/30/15
c) COLUBIO Jr., Eulalio C.	Instructor I	06/25/14	INST1-36-2013	06/11/14 – 06/10/15
d) EVANGELIO, Hannah Mae	Instructor I	06/25/14	INST1-33-2013	07/01/14 – 06/30/15
e) GOLTIANO, Henry Y.	Asst. Prof. II	06/25/14	AP2-16-1998	07/01/14 – 06/30/15
f) ORNE, Nello D.	Instructor III	06/25/14	INST3-15-2011	07/01/14 – 06/30/15
g) LIM, Maricel V.	Instructor I	06/11/14	INST1-31-2013	06/16/14 – 06/15/15
h) LORETO, Raffy Andrew G.	Instructor I	06/25/14	INST1-22-2013	07/01/14 – 06/30/15
i) MANINGO, Lyndon L.	Instructor I	05/28/14	INST1-12-2013	06/09/14 – 06/08/15
j) MAZO, Andrew A.	Instructor I	05/28/14	INST1-19-2012	06/09/14 – 06/08/15
k) MODINA, Ris Minoel	Instructor I	06/11/14	INST1-32-2013	06/16/14 – 06/15/15
l) ROMERO, Shiela N.	Instructor I	07/14/14	INST1-04-2005	08/01/14 – 07/31/15
m) TEJARA, Nelson H.	Instructor I	05/28/14	INST1-30-2013	06/09/14 – 06/08/15
n) VILLAS, Michael Carlo C.	Instructor I	05/28/14	INST1-07-2011	06/16/14 – 06/15/15

40 No objections were raised.

41 The University Administrative Council passed

University Administrative Council
Visayas State University
Visca, Baybay, Leyte

Resolution No. 45
Series of 2014

Approving the Temporary Appointments of Dr. Henry Y. Goltiano for the Position of Asso. Prof 5 (SG-23) and 14 other faculty from the Main Campus as presented and strongly endorsing the proposed Temporary Appointments for Approval by the VSU Board of Regents.

Univ. ADCO Action: APPROVED
Date: 12 September 2014

b. Academic Staff – Contractual Appointments

1) Main Campus

Name	Position	Campus		Effectivity
a) LAMBERT, Babylyn C.	Instructor I	Main	LS	06/16/14 to 10/31/14
b) QUEBEC, Jett C.	Instructor I	Main	LS	07/01/14 to 10/31/14

2) Alangalang Campus

Name	Position	Campus		Effectivity
a) BACTOL, Sonia N.	Instructor I	Alangalang	LS	06/01/14 to 10/31/14
b) BALDESCO, Jason D.	Instructor I	Alangalang	LS	07/01/14 to 10/31/14
c) DAGAMI, Jeffrey B.	Instructor I	Alangalang	LS	07/01/14 to 10/31/14

3) Tolosa Campus

Name	Position	Campus		Effectivity
a) MONTAJES, June Rey A.	Instructor I	Tolosa	LS	07/01/14 to 10/31/14

4) Villaba Campus

Name	Position	Campus		Effectivity
a) COSTILLAS, Bon Anthony F.	Instructor I	Villaba	LS	07/01/14 to 10/31/14
b) INOT, Criselda B	Instructor I	Villaba	LS	06/16/14 to 10/31/14

No objections were raised.

The University Administrative Council passed

University Administrative Council
Visayas State University
Visca, Baybay, Leyte

Resolution No. 46
Series of 2014

Approving the Contractual Appointments of Eight (8) Faculty from various campuses of the VSU System as presented and strongly endorsing the proposed Contractual Appointments for Approval by the VSU Board of Regents.

Univ. ADCO Action: APPROVED
Date: 12 September 2014

c. Administrative Staff

1) for Promotion

	<i>from</i>	SG	<i>to</i>	SG
a) ABAMO , Lorna B.,	Admin. Aide III	(SG- 3)	Admin. Aide IV	(SG- 4)
b) ANTIPASO , Connel D.,	Admin. Officer I	(SG-10)	Admin. Officer II	(SG-11)
c) BABILONIA , Marissa P.,	Admin. Aide III	(SG- 3)	Admin. Aide IV	(SG- 4)
d) BIBERA , Regina C.,	Admin Aide IV	(SG- 4)	Admin. Officer I	(SG-10)
e) CO , Jocelyn T.,	Admin. Aide IV	(SG- 4)	Admin. Aide VI	(SG- 6)
f) COLIS , Honey Sofia V.,	Admin. Officer III	(SG-14)	Admin. Officer IV	(SG-15)
g) DE LA TORRE , Miriam M.,	Admin. Officer II	(SG-11)	Admin. Officer III	(SG-14)
h) FLORES , Alicia M.,	Admin. Officer I	(SG-10)	Admin. Officer II	(SG-11)
i) GISLUGA , Saloma B.,	Sci. Res. Asst.	(SG- 9)	Sci. Res. Specialist	(SG-13)
j) GONZAGA , Ernesto Jr.,	Admin. Aide III	(SG- 3)	Admin. Aide IV	(SG- 4)
k) JAYME , Lorenda G.,	Admin. Aide III	(SG- 3)	Admin. Aide IV	(SG- 4)
l) OLLERAS , Eusebio D.,	Registrar I	(SG-11)	Registrar II	(SG-15)
m) PALERMO , Victoria G.,	Sci. Res. Asst.	(SG- 9)	Sci. Res. Specialist	(SG-13)
n) PRADO , Louis P.,	Admin. Aide VI	(SG- 6)	Admin. Assistant II	(SG- 8)
o) RANCHES , Carlito V.,	Agri. Techn II	(SG- 8)	Admin. Officer II	(SG-10)
p) SARZONA , Clarita M.,	Admin. Aide III	(SG- 3)	Admin. Aide IV	(SG- 4)
q) TABINAS , Julia A.,	Admin. Aide IV	(SG- 4)	Admin. Aide VI	(SG- 6)
r) VIDAL , Prisco P.,	Admin. Aide IV	(SG- 4)	Admin. Aide VI	(SG- 6)

No objections were raised.

The University Administrative Council passed

University Administrative Council
Visayas State University
Visca, Baybay, Leyte

Resolution No. 47
Series of 2014

Approving the Promotional Appointments of eighteen (18) administrative staff from the VSU Main Campus as presented and strongly endorsing the Promotional Appointments for Approval by the VSU Board of Regents.

Univ. ADCO Action: APPROVED
Date: 12 September 2014

2) for Regular Appointment

	Name	Position	SG	Effectivity	Item No.	Location
a.	ARPOCEPLE, Dahlia R.	Adm. Aide III	3	07/01/2014	ADA3-186-2004	Main
b.	BONIFE, Alain A.	Adm. Aide VI	6	07/16/2014	ADA6-78-2004	Main
c.	BORLEO, Michelle A.	Adm. Aide III	3	07/15/2014		Main
d.	DARGANTES, Toni Marc	Adm. Asst. II	8	01/01/2014	ADAS2-47-2004	Main
e.	ISRAEL, Zandro G.	Adm. Aide III	3	07/01/2014	ADA3-180-2004	Main
f.	JAVIER, Benito D.	HHold Attend. I	1	07/15/2014		Main
g.	MUAÑA, Roger T.	Hvy. Equip. Opr. I	4	01/01/2014	ADA1-172-2004	Main

No objections were raised.

The University Administrative Council passed

1 University Administrative Council
2 Visayas State University
3 Visca, Baybay, Leyte

4
5 Resolution No. 48
6 Series of 2014

7 Approving the issuance of Regular Appointments to seven (7) administrative staff
8 from the VSU Main Campus as presented and strongly endorsing the proposed Regular
9 Appointments for Approval by the VSU Board of Regents.

10 Univ. ADCO Action: APPROVED
11 Date: 12 September 2014

12 3) for Casual/Contractual Appointment

13	Name	Position	SG	Effectivity	Item No.	Location
14	a) DAG-UMAN, Michael D.	Adm. Aide I	I	05/02/2014	Casual	Main
15	b) GARRIDO, Rommel M.	Sci. Res. Asst.		07/15/2014	Contractual	Main

16 No objections were raised.

17 The University Administrative Council passed

18 University Administrative Council
19 Visayas State University
20 Visca, Baybay, Leyte

21
22 Resolution No. 49
23 Series of 2014

24 Approving the Casual and Contractual Appointments of two (2) administrative
25 staff from VSU Main Campus as presented and strongly endorsing the proposed
26 Casual/Contractual Appointments for Approval by the VSU Board of Regents.

27 Univ. ADCO Action: APPROVED
28 Date: 12 September 2014

29 VI. OTHER MATTERS

30 1. Application for Sabbatical Leave of Dr. Andresito D. Acabal

31 Dr. Edgardo E. Tulin informed the Council that Dr. Anderesito D. Acabal will be
32 going on sabbatical leave starting on 01 November 2014. The request for sabbatical
33 leave was approved by the Academic Personnel Board after it was endorsed by the
34 Department/College Academic Personnel Board.

35 No objections were raised.

36 The University Administrative Council passed

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University Administrative Council
Visayas State University
Visca, Baybay, Leyte

Resolution No. 50
Series of 2014

Approving the Sabbatical Leave of Dr. Andresito D. Acabal commencing on 01 November 2014 to 31 October 2015 as presented, *Provided that*, Dr. Acabal presents the following output, Lecture Manuals for Chemistry 111 – Thermochemistry and Chemical Equilibrium upon his reinstatement and strongly endorsing the proposed Sabbatical Leave for Approval by the VSU Board of Regents.

Univ. ADCO Action: APPROVED
Date: 12 September 2014

2. Academic/Administrative Positions for Transfer/Redeployment

Dr. Edgardo E. Tulin informed the Council that on account of the rapid expansion of the University's curricular programs across campuses, the University needs to maximize its manpower complement to shore-up its four core functions of Instruction, Research and Development, Extension and Production. It is for this reason that whenever possible, the University swaps academic as well as administrative positions among the various campuses of the VSU system.

No objections were raised.

The University Administrative Council passed

University Administrative Council
Visayas State University
Visca, Baybay, Leyte

Resolution No. 51
Series of 2014

Approving the Transfer/Redeployment of academic and administrative positions in the different campuses of the VSU system as presented and strongly endorsing the same for Approval by the VSU Board of Regents.

Univ. ADCO Action: APPROVED
Date: 12 September 2014

3. Request for Authority from the BOR in the Use of Income for the 4th Quarter

Dr. Edgardo E. Tulin requested Ms. Louella Ampac to make the presentation.

Ms. Ampac informed the Council that this is the proposed spending budget for the 4th Quarter of 2014. This follows the suggestions of the BOR Finance Committee wherein there is already a projected income for the whole quarter. Ms. Ampac specifically pointed out that all the External Campuses are requesting for supplemental

1 budgets to pay off their obligations like MOOE, honoraria for part-time instructors,
2 operating expenses and some capital outlay – mainly procurement of laboratory
3 equipment, agricultural and IT equipment. The requests for additional budgets are
4 adequately supported by Certifications on Availability of funds from their respective
5 Budget Officers.

6 The University Secretary inquired whether the supplemental budget requested by
7 the Alangalang campus is adequately supported by funds since based on the data
8 presented, the source of funds may not be enough to cover the whole supplemental
9 budget.

10 Ms. Ampac replied that she will refer the matter back to the Budget Officer of
11 the VSU Alangalang.

12 Dr. Tulin indicated that all questions should be settled before the BOR meeting.

13 No objections were raised.

14 The University Administrative Council passed

15 **University Administrative Council**
16 **Visayas State University**
17 **Visca, Baybay, Leyte**

18 **Resolution No. 52**
19 **Series of 2014**
20

21 **Approving** the request for authority from the Board of Regents (BOR) for the Use
22 of Income for the 4th Quarter of 2014, as presented, *Subject to* verification of the
23 supplemental budgetary request of VSU Alangalang and strongly endorsing the proposed
24 request for Approval by the VSU Board of Regents.

25 **Univ. ADCO Action: APPROVED**
26 **Date: 12 September 2014**

27 **VII. FOR INFORMATION**

28 1. Security Measures to be Implemented in the Main Campus

29 Dr. Tulin informed the Council that one of the more pressing concerns in the
30 Main Campus is security. There has been a number of theft by “akyat-bahay” persons in
31 the dormitories as well as homes of employees. There is a need to come up with
32 measures to reduce if not put to a halt to all this.

33 The University Secretary mentioned that campus residents find difficulty in
34 calling up Security for support.

1 Prof. Alan Loreto indicated that Administration will provide the Security Office
2 (Guard Post 1) with a cellphone which shall be stationed there so that anybody will be
3 able to contact a Security Officer anytime.

4 Dr. Tulin inquired what would be done about the "suspicious people" freely
5 roaming around the campus.

6 The University Secretary suggested that these people should be closely
7 monitored by the Security force and if possible be requested to immediately leave the
8 campus. The University Secretary raised the issue of permitting motorcycles without
9 license plates to freely roaming around the campus. These could be used for criminal
10 activities and cannot be traced for lack of a license plate.

11 Dr. Ruben Gapasin reported that during the last weekend, some "badjao's"
12 roamed around the apartment area and probably entered the campus through the Market
13 Gate. Dr. Gapasin suggested that if it is possible, households should raise dogs to deter
14 bad elements from doing their nefarious activities.

15 Dr. Beatriz S. Belonias reported that so many people, students and outsiders
16 alike, climb over the fences erected by the University, even in the area where Engr.
17 Guma-od lives. This only indicates that they are not afraid of the University Security
18 force.

19 Dr. Eugene B. Lañada complained that the Security Office does not give any
20 feedback regarding action(s) on any reported theft and indicated that when he lost his
21 mountain bike, this was blotted by the Security Office but until now, no report about
22 what action the Security Office took or results of their actions have been relayed back. It
23 smacks of indifference and inutility.

24 Dr. Guarte informed the Council that Mr. Sanico is now about to start improving
25 and repairing the fences around the University and requested more patience from the
26 campus residents.

1 2. Resolution of the VSU Faculty Association Regarding the Implementation of NBC 461,
2 6th Cycle

3 Dr. Edgardo E. Tulin informed the Council that he is just waiting for the “GO
4 Signal” from Dr. Lacaba, of EVSU who is also the Zonal Director for NBC 461, because
5 there may be a new set of guidelines covering the 6th cycle. The 6th cycle covers the
6 period from 01 July 2010 to 30 June 2013. VSU will have its own in-house committee
7 composed of new members.

8 3. Report Card Survey by the CSC Central Office

9 Dr. Lourdes B. Cano informed the Council that the Civil Service Commission
10 Central Office will be conducting a “Report-Card Survey” which in essence is
11 conducted to validate the reports that agencies give to the regional office. In the past, the
12 “incognito” CSC inspector was able to validate that there were some violations like: lack
13 of courtesy from our front-line staff by not entertaining people well enough; some
14 offices place “No Noon Break” but after carefully looking inside, some employees were
15 found to be sleeping.

16 4. On-Line Assessment by the CSC Central Office

17 Dr. Lourdes B. Cano informed the Council that the University HRMO provided
18 CSC Central Office with a listing of permanent employees as well as their e-mail
19 addresses. The CSC will randomly select from this list who will be included in the
20 survey. Again, Dr. Cano suggested that those who will become part of the survey to put
21 the interest of the University ahead of personal interest.

22 Dr. Cano also took the opportunity to inform the Council that the University has
23 just received the “Joint Circular on the Grant of Step-Increment based on Performance”.
24 This is in addition to the step increment that is automatically given every 3 years.

25 5. Increase in Honorarium for Department Heads/Heads of Offices

26 Dr. Tulin requested Ms. Ampac to update the Council on this matter.

27 Ms. Ampac informed the Council that the BOR has approved the new rates but
28 effective only last Jul 2014 and not January 2014.

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110th UNIVERSITY ADMINISTRATIVE COUNCIL MEETING

12 SEPTEMBER 2014

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

MATRIX OF UADCO/BOR RESOLUTIONS

ISSUES DISCUSSED	UNIVERSITY ADCO RESOLUTION/ACTIONS	BOARD RESOLUTION
<i>Implementation of a Senior High School Program</i> Pages 4-9	UADCO Res. #42, s. 2014 Deferring action on the proposal until such time that the CHED or the VSU Board of Regents shall have issued Guidelines <i>vis-à-vis</i> what VSU can do to help the K-12 program of the DEPED	
<i>Management of VSU Properties: A Proposal</i> Pages 9 - 11	UADCO Res. #43, s. 2014 Deferring action on the proposal and suggested that the proposal be improved by taking into account the suggestions raised by the Council and that a more detailed set of guidelines be prepared for discussion in another UADCO Meeting.	
<i>Proposed Upgrading of Faculty Based on NBC 461 – 5th Cycle Print-Out</i> Pages 11 - 13	UADCO Res. #44, s. 2014 APPROVED	BOR Res. #61, s. 2014 <i>(by Referendum: 30 September 2014)</i> <i>Approving the results of NBC 461-5th Cycle Evaluation Effective Upon Release of Funds for the Purpose by the DBM</i>
<i>Appointment of Some VSU Personnel:</i> <ul style="list-style-type: none"> • <i>Goltiano, Henry – Assoc. Prof. (SG 23) Temporary Appointment; &</i> • <i>14 Faculty Members from Contractual to Temporary</i> • <i>8 Academic Staff – Contractual Appointment</i> • <i>18 Admin. Staff for Promotion</i> Pages 13 - 16	UADCO Res. #45, s. 2014 APPROVED UADCO Res. #46, s. 2014 APPROVED UADCO Res. #47, s. 2014 APPROVED	BOR Res. #68, s. 2014 dated 21 October 2014 BOR Res. #67, s. 2014 dated 21 October 2014 BOR Res. #69, s. 2014 dated 21 October 2014 BOR Res. #70, s. 2014 dated 21 October 2014

ISSUES DISCUSSED	UNIVERSITY ADCO RESOLUTION/ACTIONS	BOARD RESOLUTION
<ul style="list-style-type: none"> • 7 Admin. Staff for Regular Appointment • 2 Admin. Staff for Casual/ Contractual Appointment 	<p>UADCO Res. #48, s. 2014 APPROVED</p> <p>UADCO Res. #49, s. 2014 APPROVED</p>	<p>BOR Res. #71, s. 2014 dated 21 October 2014</p> <p>BOR Res. #72, s. 2014 dated 21 October 2014</p>
<p><i>Application for Sabbatical Leave of Dr. Andresito D. Acabal</i></p> <p>Page 17</p>	<p>UADCO Res. #50, s. 2014</p> <p>APPROVED the Sabbatical Leave of Dr. Andresito D. Acabal commencing on 1 November 2014 to 21 October 2015 <i>Provided that</i> Dr. Acabal presents the following output: <i>Lecture Manuals for Chemistry 111 – Thermochemistry and Chemical Equilibrium upon his reinstatement.</i></p>	<p>BOR Res. #74, s. 2014 dated 21 October 2014</p>
<p><i>Academic/Administrative Positions for transfer/deployment</i></p> <p>Page 17</p>	<p>UADCO Res. #51, s. 2014 APPROVED</p>	<p>BOR Res. #73, s. 2014 dated 21 October 2014</p>
<p><i>Request for Authority from the BOR in the Use of Income for the 4th Quarter</i></p> <p>Page 17 - 18</p>	<p>UADCO Res. #52, s. 2014 APPROVED</p>	<p>BOR Res. #64, s. 2014 dated 21 October 2014</p>