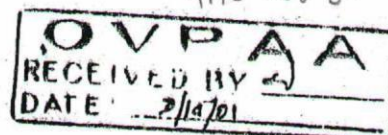




VISAYAS STATE COLLEGE OF AGRICULTURE
Baybay, Leyte, Philippines



Office of the College/Board Secretary

161st ViSCA Board of Trustees Meeting (Special)
20 January 2001
ViSCA Guest House
ViSCA, Baybay, Leyte

Workload Proposal for On-Campus and Extramural Courses Offered Simultaneously.

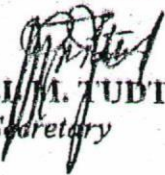
President Paciencia P. Milan presented to the ViSCA Board of Trustees the workload proposal for on-campus and extramural courses offered simultaneously. President Milan explained that this is an improved version of the proposal presented in the last Board meeting. This proposal has been discussed with the ViSCa Faculty Association.

The Board did not have any other comments on the matter. Trustee Perla M. Tan moved for the approval of the proposal. Dir. Cañeda seconded the motion. The Board passed

Board Resolution No. 8, s. 2001

Approving the Workload Proposal for On-Campus and Extramural Courses Offered Simultaneously effective upon Board approval.

Certified True and Correct:


DANIEL M. TUDTUD JR.
Board Secretary

cc: Graduate School
YOU
OVPA

WORKLOAD PROPOSAL FOR ON-CAMPUS AND EXTRAMURAL COURSES OFFERED SIMULTANEOUSLY

Rationale:

With the recent offering of the semestral scheme of the distance education program in ViSCA, there are courses which are offered simultaneously for both on-campus and extramural students in a semester. Oftentimes, the number of students enrolled in these courses is few, e.g., two to five students. To rationalize the giving of teaching workload units to faculty members who are teaching the same course simultaneously in both on-campus and extramural program, it is hereby proposed that the number of students enrolled in that course be combined using existing guidelines for determining faculty workload as follows:

1. The maximum number of students in the various classes shall be the following:

Graduate courses	Lecture/Discussion	-	30 students
	Laboratory	-	25 students
Undergraduate courses	Lecture/Discussion	-	50 students
	Laboratory	-	35 students

2. An undergraduate lecture/recitation course shall be given 1.0 workload unit per contact hour per week, 0.33 workload unit per class preparation per credit unit of said subject and 0.03 unit per student in excess of 50 per section.
3. An undergraduate laboratory course shall be assigned 0.8 workload unit per contact hour per week, 0.33 workload unit per class preparation per credit unit of the said subject, and 0.03 unit per student in excess of 35.

Proposed Guideline:

After the same course offered simultaneously (on campus and extramural) has been combined and given the corresponding workload unit, credit for class preparation shall also be granted for every second or third course. Graduate courses shall get 1.5 times the credit for class preparation as the undergraduate courses. However, if the extramural graduate course is offered annually, the credit for class preparation shall only be $\frac{1}{2}$ of that given for a semestral offering.



VISAYAS STATE COLLEGE OF AGRICULTURE
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**EXCERPTS OF APPROVED MINUTES OF THE
161th BOARD OF TRUSTEES MEETING
20 January 2001
Guest House, ViSCA, Baybay, Leyte**

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Guidelines for Secondment of ViSCA Staff

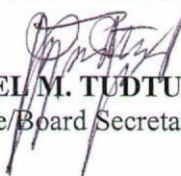
Approving the guidelines for secondment of ViSCA staff, as presented.

BOT Resolution No. 08, s. 2001

BOT Action: APPROVED

Date: 20 January 2001

Certified true and correct:


DANIEL M. TUDTUD JR.
College/Board Secretary



VISAYAS STATE COLLEGE OF AGRICULTURE
Baybay, Leyte, Philippines

Office of the College/Board Secretary

**EXCERPTS OF APPROVED MINUTES OF THE
161th BOARD OF TRUSTEES MEETING**

20 January 2001

Guest House, ViSCA, Baybay, Leyte

XXXXXXX

Guidelines for Secondment of ViSCA Staff

Approving the guidelines for secondment of ViSCA staff, as presented.

BOT Resolution No. 08, s. 2001

BOT Action: APPROVED

Date: 20 January 2001

Certified true and correct:


DANIEL M. TUDTUD JR.
College/Board Secretary

Guidelines for Secondment of ViSCA Staff

I. Rationale

Faculty members have been granted secondment status in other government agencies in the absence of specific rules and regulations promulgated by ViSCA. Thus, the Board of Trustees (BOT) in 1999 requested the ViSCA Faculty Association (VFA) through its President, Dr. Perla M. Tan, to come up with guidelines for this purpose. After its endorsement by the VFA General Assembly, the proposal was coursed through the ViSCA system for final approval by the BOT.

II. Qualifications

1. He/She must have at least a Master's degree in his/her field of specialization.
2. He/She must have served his/her contract (scholarship, fellowship, etc.) prior to the secondment.
3. He/She must hold a permanent position in ViSCA.

III. Nomination Procedure

1. A written request from the agency where the ViSCA staff will be seconded must accompany the application for secondment.
2. The ViSCA Academic Personnel Board will act on the request upon recommendation of the Department or Center Personnel Committee for endorsement to the President for final approval and execution of contract.

IV. Terms

1. ViSCA staff can only be seconded in a Philippine government agency or an international organization recognized by the Philippine government for a period of one year, renewable twice for a total term of three years only.
2. The seconded staff must return to ViSCA upon the completion of his secondment and serve in ViSCA for a period equivalent to the number of years he was given that secondment status.
3. Presentation of a lecture on lessons learned during his secondment must be done immediately upon his/her return to ViSCA.
4. The purpose of secondment shall not be to seek employment and any violation thereof can be ground for cancellation of the secondment contract.
5. All other provisions as specified in the rules and regulations of the Civil Service Commission for secondment shall apply.

Note: *ViSCA staff members who are now seconded will follow this guideline to renew his/her secondment.*

V. Benefits

1. Retention of his position and rank during his absence without pay.
2. Inclusion in evaluation for promotion, mandatory salary increases, etc.