



VISAYAS STATE COLLEGE OF AGRICULTURE
Baybay, Leyte, Philippines

**EXCERPT FROM THE APPROVED MINUTES OF THE
161st VISCA BOARD OF TRUSTEES MEETING (SPECIAL)**
20 January 2001 * Guest House, ViSCA, Baybay, Leyte

**Proposed Guidelines in Designating Qualified
Administrative Staff to Perform Academic Functions**

Board Resolution No. 12, s. 2001

**Approving the Proposed Guidelines in Designating Qualified
Administrative Staff to Perform Academic Functions as modified
effective upon Board approval.**

BOARD ACTION: APPROVED
Date: 20 January 2001

Certified True and Correct:


DANIEL M. TUDTUD JR.
Board Secretary

**PROPOSED GUIDELINES IN DESIGNATING
QUALIFIED ADMINISTRATIVE STAFF
TO PERFORM ACADEMIC FUNCTIONS**

I. Rationale:

With the increasing enrolment at ViSCA, the administration has to resort to innovative measures to answer the need for additional faculty members without draining its limited resources. One of the strategies employed is to tap qualified administrative staff to teach in various academic departments. However, there is no clear guideline designed for this purpose. In order to continue the utilization of competent administrative staff for any additional academic responsibility, it is proposed that the following guidelines be adopted.

II. Proposed Guidelines:

1. Only the administrative staff with at least a master's degree may be allowed to teach one subject or do one research study/extension work on his/her field of expertise, provided that his/her main administrative function will not be hampered.
2. Request for teaching, research and extension loads shall be made by the department head concerned and concurred by the immediate supervisor of the administrative staff concerned. The academic load shall be included in his/her duties and responsibilities.
3. Qualified administrative staff shall be granted the appropriate faculty designation (Honorific Faculty) in various research, training and academic departments of ViSCA. Those staff members requested to teach shall be subjected to the requirements set for teaching personnel including teaching demonstration.

He/She shall be issued an appointment on a particular designated position by the ViSCA President as per request by the unit head or center director upon the recommendation either by the Director of Instruction or Director of Research and Development or the Director of Extension and Non-Formal Education, and endorsement of the Vice President for Academic Affairs.

4. Since teaching or doing research and extension work shall become part of the regular duties of the qualified administrative staff concerned, he/she shall not be given honorarium or other forms of additional compensation except when said teaching and doing research and extension works are performed outside of regular office hours. In such a case, services rendered in excess of the required working hours shall be properly compensated pursuant to Section 10, Rule XVII of the Omnibus Rules Implementing Book of EO 292.