



*Office of the Board Secretary*

LEYTE STATE UNIVERSITY  
Visca, Baybay, Leyte 6521 A  
Philippines

**EXCERPTS OF APPROVED MINUTES OF THE  
162<sup>nd</sup> ViSCA Board of Trustees Meeting  
09 March 2001  
Guest House, ViSCA, Baybay, Leyte**

**BOT RESOLUTION NO. 40, s. 2001**

**Approving the proposed inter-departmental/center assignment.**

**PROPOSED INTER-DEPARTMENTA/CENTER ASSIGNMENT**

**Rationale:**

ViSCA faculty members are usually listed in specific units wherein their expertise can be put to greatest use. It is a known fact, however, that many members of the faculty can be assigned in different units as evidenced by the existence of affiliate faculty or associate faculty categories. With the pressing problem of ViSCA departments/centers not having enough manpower to teach or do research and extension and also the need to re-energize some faculty members, it is proposed that an inter-departmental/center assignment be implemented. This way, dynamism and fluidity of assignments can be in place and the dedication and loyalty of the faculty can be focused towards the furtherance of his/her science.

**Guidelines:**

1. A request by the faculty for cross-posting or assignment shall be made to the new unit with the concurrence of his/her existing and new unit heads for endorsement by the respective program directors to the OVPAA for final approval by the President. A program of activities shall be included in the letter request.
2. Based on the workload and performance evaluation for two successive rating periods, the Performance Evaluation Review Committee may also recommend to the President such inter-departmental/center assignment for a faculty member upon consultation with all concerned parties.
3. A faculty member holding a plantilla position even if temporary may avail of this privilege.
4. Cross assignment shall be for at least one year from a research center to another center, department to a center, department/center to unit, and vice versa.
5. Since the cross assignment of a faculty member is an internal mechanism within ViSCA, no substitute may be hired to replace him/her during that period of assignment.

**BOARD ACTION: APPROVED**  
**Date: March 9, 2001**

**Certified True and Correct:**

  
**DANIEL M. TUDTUD JR.**  
*Board Secretary*