

Republic of the Philippines
MOUNTAIN STATE AGRICULTURAL COLLEGE
La Trinidad, Benguet

MSAC MEMORANDUM
Series 1975

NUMBER	SUBJECT	DATE
9	Requirements for Employment of College Working Students	January 20, 1975
10	MSAC Personnel Physical Fitness Activity	October 17, 1975
11	Bilingual Instruction at Tertiary Instructions	December 19, 1974

/eme

Republic of the Philippines
MOUNTAIN STATE AGRICULTURAL COLLEGE
La Trinidad, Benguet

MSAC MEMORANDUM
Series 1974

NUMBER	SUBJECT	DATE
1	Short Opportunity Courses	March 29, 1974
2	Revised School Fees	March 28, 1974
3	Requiring the Study of the 1973 Constitution of the Philippines in the B.A.B. and Masteral Programs	April 23, 1974
4	Allocation of Man-Hours Devoted to MSAC Positive Activities for SPF and YCAP	May 2, 1974
5	Socio-Cultural Activities	September 24, 1974
6	Syllabus Writing	October 1, 1974
7	Creation of a Foreign Student Section	October 24, 1974
8	Payment of Rentals of College Personnel Living in Cottages, Dormitories, and other Housing Units Owned by the College	October 30, 1974

FILE
RECORDS OFFICE

Republic of the Philippines
MOUNTAIN STATE AGRICULTURAL COLLEGE,
La Trinidad, Benguet

MSAC MEMORANDUM
Series 1973

NUMBER	SUBJECT	DATE
1	150-Hour Farm Practice Program	June 2, 1973
2	MSAC Integrated Civic Action Program	June 25, 1973
13 ✓	Payment of Water Consumed	June 21, 1973

Republic of the Philippines
MOUNTAIN STATE AGRICULTURAL COLLEGE
La Trinidad, Benguet 0211

December 19, 1975

MSAC MEMORANDUM

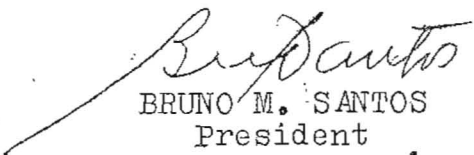
No. 11, s. 1975

3

BILINGUAL INSTRUCTION AT TERTIARY
INSTRUCTIONS

TO: Department/Division Heads
Faculty Members
All Students

1. For the information of all concerned there are attached herewith DEC Department Order No. 25, s. 1974, dated June 19, 1974 and Department Order No. 50, s. 1975, both dealing on the Implementing Guidelines for the Policy on Bilingual Education in Philippine Schools.
2. Pursuant to the guidelines spelled out in the above-cited Department Orders, all instructors, professors, and division heads and department heads are hereby directed to take the necessary steps needed to implement said Department Orders in Pilipino (technical and non-technical) beginning Summer 1976.
3. The attention of teachers teaching social studies, social science, character education, health education, and physical education is called particularly to Paragraph 1(g), 1(d) of Department Order No. 25, s. 1974.
4. The attention of all college instructors and professors is called specifically on the supplemental guidelines contained in Department Order No. 50, s. 1975.
5. All are enjoined to familiarize themselves with the provisions and contents of the two Department Orders attached.


BRUNO M. SANTOS
President

BMS:NAA/asr-75

Republika ng Pilipinas
(Republic of the Philippines)
KAGAWARAN NG EDUKASYON AT KULTURA
(Department of Education and Culture)
Maynila
(Manila)

FILE
RECORDS UNIT

November 14, 1975

DEPARTMENT ORDER
No. 50, s. 1975

SUPPLEMENTAL IMPLEMENTING GUIDELINES FOR THE POLICY
ON BILINGUAL INSTRUCTION AT TERTIARY INSTITUTIONS

To the: Bureau Directors
Regional Directors
Heads of State Colleges
and Universities

1. In consonance with the provisions of the 1973 Constitution and the declared policy of the National Board of Education on bilingualism in the schools in order to develop a bilingual nation competent in the use of both English and Filipino, the Department of Education and Culture hereby promulgates the following supplemental guidelines for the implementation of the policy at tertiary institutions:

"Courses in English and Filipino shall be offered in tertiary institutions as part of appropriate curricula pursuant to the policy of bilingual education; furthermore by school year 1984, all graduates of tertiary institutions should be able to pass examinations in English and/or Filipino for the practice of their professions."

2. This Department Order supplements Department Order No. 25, s. 1974.

3. This Department Order shall take effect beginning school year 1976-1977.

(SGD.) JUAN L. MANUEL
Secretary of Education and Culture

/lap

A TRUE COPY
MSAC-asr-75

f. New textbooks in the subjects mentioned in "d" be only in Pilipino.

g. The following schedule shall be adopted for the implementation of the bilingual education program for all levels in the elementary and secondary schools.

(1) Phase I: School year 1974-75 through school year 1977-78

This four-year period shall be a transition period in the use of Pilipino as medium of instruction for the following subjects, social studies/social science, work education, character education, health and physical education. Schools/school divisions in the Tagalog areas may begin to use Pilipino during the school year 1974-75 in the subjects named above. Schools/school divisions in all other areas shall develop plans for either an immediate or a gradual shift to Pilipino as medium of instruction in the subjects named above, depending on the availability of teaching materials and teachers competent to teach in Pilipino. English shall remain as medium of instruction for all other courses.

(2) Phase II: School year 1978-79 through school year 1981-82.

During this period, the use of Pilipino in the subjects named in d shall be:

(a) Mandatory beginning school year 1978-79 in the following:

Schools/school divisions in the Tagalog areas and all other schools/school divisions that made the shift to Pilipino during school year 1974-75 in accordance with g above.

(b) Mandatory in all other schools in accordance with the following schedule:

Primary: School year 1978-79

Intermediate: School year 1979-80

First and second year high school:

School year 1980-81

Third and Fourth year high school:

School year 1981-82

The use of English in all other subjects/course in the elementary and secondary levels shall likewise be mandatory.

Republic of the Philippines
Department of Education and Culture
OFFICE OF THE SECRETARY
Manila

FILE
RECORDS OFFICE

June 19, 1974

DEPARTMENT ORDER
No. 25, s. 1975

IMPLEMENTING GUIDELINES FOR THE POLICY
ON BILINGUAL EDUCATION

TO: The Director of Public Schools
The Director of Private Schools
The Director of Vocational Education
Presidents of State Colleges and Universities

1. In consonance with the provisions of the 1972 Constitution and a declared policy of the National Board of Education on bilingualism in the schools, in order to develop a bilingual nation competent in the use of both English and Pilipino, the Department of Education and Culture hereby promulgates the following guideline for the implementation of the policy:

- a. Bilingual education is defined operationally, as the separate use of Pilipino and English as media of instruction in definite subject areas, provided that additionally, Arabic shall be used in the areas where it is necessary.
- b. The use of English and Pilipino as media of instruction shall begin in Grade I in all schools. In Grades I and II, the vernacular used in the locality or place where the school is located shall be the auxiliary medium of instruction; this use of the vernacular shall be resorted to only when necessary to facilitate understanding of the concepts being taught through the prescribed medium for the subject, English, Pilipino or Arabic, as the case may be.
- c. English and Pilipino shall be taught as language subjects in all grades in the elementary and secondary schools to achieve the goal of bilingualism.
- d. Pilipino shall be used as medium of instruction in the following subject areas: social studies/social science, character education, health education and physical education.
- e. New textbooks and other instructional materials shall be developed for English and Pilipino language courses/subjects aimed at developing competence in the use of these languages.

2. In-service training programs for the development of teacher's competence in the use of Pilipino as medium of instruction shall be organized on the national, regional, and local levels under the direction of the appropriate personnel of the Department of Education and Culture and its agencies and instrumentalities with the cooperation of teachers' colleges and universities.

3. All schools/school divisions shall prepare long-range plans for teacher in-service training and materials acquisition and/or preparation.

4. Tertiary institutions (collegiate and graduate levels) are given discretion to develop their own schedules of implementation, provided that by the school year 1984, all graduates of tertiary curricula should be able to pass examinations in English and/or Pilipino for the practice of their professions.

5. This Department Order supersedes Department Order No. 9, s. 1973.

(SGD.) JUAN L. MANUEL
Secretary

A TRUE COPY
MSAC-asr-12-19-75

Republika ng Pilipinas
Kagawaran ng Edukasyon at Kultura
SURIAN NG WIKANG PAMBANSA
Maynila

FILE
RECORDS OFFICE

Nobyembre 24, 1975

The President
Mountain State Agricultural College
La Trinidad, Benguet

Mahal na Kababayan:

Malugod namin kayong pinadadalhan ng isang kopya ng D.O. No. 50, s. 1975 (Supplemental Implementing Guidelines for the Policy on Bilingual Instruction at Tertiary Institutions) upang inyong mabatid ang nilalaman at magamit na patnubay.

Mapapansin ninyo na ito'y magkakabisa simula sa school year 1976-1977.

Inaasahan naming may sapat na panahon para mapaghandaan ang simula ng implementasyon.

Kung sasangguniin ninyo ang inyong kopya ng D.O. No. 25, s. 1974 (Implementing Guidelines for the Policy on Bilingual Education), sinasabi roon na sa mga pagsasanay ay tutulong ang Kagawaran ng Edukasyon at Kultura at ang mga opisina sa ilalim nito. Kabilang na rito ang Surian ng Wikang Pambansa.

Kami sa SWP ay handang tumulong kailanma't inyong kakailanganin at hihilingin ang gayon.

Matapat na sumasainyo,

PONCIANO B.P. PINEDA
Direktor
at
Chairman, INL Board

Kalakip: Gaya ng nasasaad.
PBPP/lap

A TRUE COPY: 12-19-75
MSAC - asr-

Republic of the Philippines
MOUNTAIN STATE AGRICULTURAL COLLEGE
La Trinidad, Benguet 0211

October 17, 1975

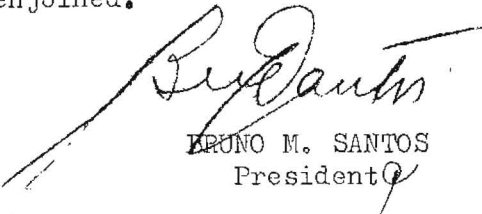
MSAC MEMORANDUM
No. 10, s. 1975

9.

MSAC PERSONNEL PHYSICAL FITNESS ACTIVITY

To: All Personnel
Students Concerned

1. In line with the policy of the national leadership to involve all citizens, including personnel in the government service, in the Physical Fitness and Sports Development Program, there will be played on the campus men's and women's volleyball games on October 21, 22, 23, 27, and 28, 1975 at the MSAC Basketball Court.
2. It is desired in this connection that the teams as organized in the enclosure to this memorandum be rallied for practice in preparation for the actual events as scheduled. The team captains and playing coaches shall be held responsible for the preparation and management of their respective teams.
3. Instructors concerned, who happen to have their classes at 4:00-5:00 P.M., are authorized to play at the scheduled events and to require their students to cheer, observe and witness the volleyball games for their motivation and evaluation of the sports performance of the MSAC personnel in the sports program. Instructors whose students witness the games should be required to write and present sports stories for open discussion in their classrooms.
4. Compliance hereof is enjoined.


BRUNO M. SANTOS
President

Incl.: As stated.

BMS:NAA/asr-75

Enclosure to MSAC Memorandum No. 10, s. 1975.

MSAC MEN'S VOLLEYBALL TEAM-007

007-C

1. Ernesto Lumiqued - Team Captain
2. Francisco Canuto
3. Oscar Limpin
4. Luke Cuangey
5. Jose Lubrica
6. Dario Dampilag
7. Pedro Lucero
8. Andres Mamaril
9. Remegio Monroe
10. Juan Martes
11. Pepe Toledo
12. Nicomedes Alipit-Playing Coach

Linemen:

1. Armando Ronquillo
2. Luz Villamater

007-D

1. Everlino Ramos - Team Captain
2. Juanito Orallo
3. Saturnino Ocampo
4. Hortencio Patacsil
5. Arthur Paran
6. Saturnino Respicio
7. Elmo Sano
8. Atanacio Silvestre
9. Franco Bawang
10. Francisco Versoza
11. Basito Cotiw-an
12. Benjamin Dimas- Playing Coach

Referee: Francisco Aquino
Scorer : Oscar Maurera

MSAC MEN'S VOLLEYBALL TEAM-007-E

1. Domingo Garin - Team Captain
2. Esteban Akiew :
3. Lawana Batcagan
4. Demetrio Somera
5. Gregorio Bilango
6. Willie Binay-an
7. Angel Fucan
8. Napoleon Leybag
9. Hermano Faustino
10. Philip Banday
11. Johnnie Loyola
12. Eriberto Alonzo - Playing Coach

Linemen:

1. Norma Domingo
2. Carmencita Apolonio

Enclosure to MSAC Memorandum No. 10, s. 1975.

MSAC WOMEN'S VOLLEYBALL TEAM-005

005-A

1. Esther Hufana - Team Captain
2. Consorcia Aquitania
3. Caroline Dimas
4. Dorey Bulatao
5. Noemi Sobrino
6. Terry Palaez
7. Josefina Dacanay
8. Remy Garcia
9. Estela Aquino
10. Marian Aquino
11. Edna Chua
12. Cristeta Buccat
13. Virginia Delariarte
14. Josie Botacion - Playing Coach

005-B

1. Evelyn Dimas - Team Captain
2. Marcelina Carlos
3. Lucy Villamater
4. Gloria Lee
5. Gloria Castro
6. Ursula Perez
7. Emma Keith
8. Rose Genabe
9. Lota Lubrica
10. Josie Ramos
11. Nancy Navarro
12. Luisa Cotiw-an
13. Myrna Ferrer
14. Tony Cuenca - Playing Coach

Linemen:

1. Luz Mabalot
2. Lorenza Gonzales

MSAC MEN'S VOLLEYBALL TEAM -007

007-A

1. Percival Alipit - Team Captain
2. Rodolfo Abastilla
3. Elmer Abilay
4. Eduardo Amoyen
5. Almirante Angco
6. Romulo Apolonio
7. Theodore Arciso
8. Adriano Aromin
9. Charlie Balangue
10. Cipriano Consolacion
11. Johnwel Tay-an
12. Desiderio Aquitania-Playing Coach

007-B

1. Alfredo Tipayno - Team Captain
2. Reynaldo Alquiros
3. Marcos Buliyat
4. William Dar
5. Orlando Ocampo
6. Alfonso Embuido
7. Teofilo Killip
8. Carlos Buasen
9. Ramon Bocalan
10. Alfredo Labi
11. Ben Ladilad
12. Fermin Galeon - Playing Coach

Linemen:

1. Modesto Gonzales
2. Sydney Moresto

Enclosure to MSAC Memorandum No. 10, s. 1975.

SCHEDULE OF THE GAMES

<u>D a t e</u>	<u>T i m e</u>	<u>T e a m s t o P l a y</u>
October 21, 1975	4:00 P. M.	005--A vs. 005--B
October 21, 1975	5:00 P. M.	007--E vs. 007--B
October 22, 1975	4:00 P. M.	007--D vs. 007--B
October 22, 1975	5:00 P. M.	007--E vs. 007--A
October 23, 1975	4:00 P. M.	007--C vs. 007--D
October 23, 1975	5:00 P. M.	007--A vs. 007--D
October 27, 1975	4:00 P. M.	007--C vs. 007--A
October 27, 1975	5:00 P. M.	007--D vs. 007--E
October 28, 1975	4:00 P. M.	007--B vs. 007--C
October 28, 1975	5:00 P. M.	007--E vs. 007--C
October 30, 1975	4:00 P. M.	007--A vs. 007--B
October 30, 1975	5:00 P. M.	005--A vs. 005--B

Republic of the Philippines
MOUNTAIN STATE AGRICULTURAL COLLEGE
La Trinidad, Benguet

File

FILE
RECORDS OFFICE

August 20, 1975

MSAC MEMORANDUM
UNNUMBERED, s. 1975

SUBJECT: Creation and Membership of Ad Hoc
Committees to Formulate the
Development Program of the College

TO: All Teachers and
Employees

1. For the information and compliance of all concerned there are hereby created various committees to evolve and formulate the (1) philosophy, (2) goals, (3) objectives, (4) policies, (5) projects, and (6) activities for specific programs of MSAC's development program for the next five to ten years:

A. Steering Committee:

Chairman - - - - - The College President
Vice Chairman - - - - - Dean N. Alipit ✓
Members - - - - - Dean E. Alonzo ✓
Dean F. Galcon ✓
Prof. S. Moresto ✓
Prof. C. Euaen ✓
Prof. F. Hermano ✓
Prof. J. Alonzo ✓
Prof. B. Dimas ✓
Mr. E. Akiew ✓
Mr. L. Batacagan ✓
Atty. E. Ramos ✓

B. Area Committees:

(1) BSAE Program-

Chairman - - - - - Dr. E. Alonzo ✓
Vice Chairman - - - - - Prof. F. Canuto ✓
Members - - - - - Prof. M. Mercado ✓
Prof. A. Mamaril ✓
Prof. I. Rabina ✓
Miss E. Tolentino ✓

(2) BSA Program-

Chairman - - - - - Prof. S. Moresto ✓
Vice Chairman - - - - - Mr. A. Embuido ✓
Members - - - - - Prof. C. Dimas ✓
Mr. E. Abilay ✓
Mr. E. Akiew ✓

(3) BSHT Program-

Chairman - - - - - Prof. J. Alonzo ✓
Vice Chairman - - - - - Mrs. T. Monroe ✓
Members - - - - - Prof. H. Abastilla ✓
Mrs. G. Castro ✓
Miss E. Santos ✓

(4) EAB Program-

Chairman - - - - - Prof. C. Euaen ✓
Vice Chairman - - - - - Mr. L. Cuanguay ✓
Members - - - - - Miss J. Ayub ✓
Mr. T. Bayogan ✓

F. Area Committees (cont'd)

FILE
RECORDS OFFICE

(11) Student Affairs & Services-

(d) Clinic -

Vice Chairman- Dra. T. Palaez ✓
Members - - - Miss S. Anamong ✓
Prof. R. Genabe ✓
Mr. F. Respicio ✓

(e) Cultural Affairs
& Programs -

Vice Chairman- Mr. R. Monroe ✓
Members - - - Mrs. N. Sobrino ✓
Mrs. C. Cuenca ✓
Prof. L. Rabin ✓
Prof. U. Perez ✓
Prof. C. Lubrica ✓
Mr. T. Arciso ✓

(12) Physical Fitness Program-

Chairman - - - - Prof. F. Aquino ✓
Vice Chairman - - Mr. O. Maurera ✓
Members - - - - Mrs. C. Cuenca ✓
Prof. H. Patacsil ✓
Prof. B. Dimas ✓

(13) Publications-

Chairman - - - - Prof. R. Bastallo ✓
Vice Chairman - - Prof. E. Keith ✓
Members - - - - Mr. T. Arcisco ✓
Mrs. A. Imbuido ✓
Mr. J. Loyola ✓
Mrs. A. Santos ✓
Mr. R. Apolonio ✓

(14) Personnel Development -

(a) Faculty Development

Chairman - - - Dean N. Alipit ✓
Members - - - All Division Heads

(b) Non-teaching Personnel

Chairman - - - Mr. L. Pateagan ✓
Vice Chairman- Mr. R. Alquiros ✓
Members - - - Atty. E. Ramos ✓
Mr. R. Apolonio ✓

(15) Student Personnel Records -

Chairman - - - - Prof. M. Agatep ✓
Vice Chairman - - Mrs. E. Aquino ✓
Members - - - - Prof. B. Dimas ✓
Prof. R. Genabe ✓
Miss S. Anamong ✓

(16) Physical Plant &

Campus Landscape Development -

Chairman - - - - The College President
Vice Chairman - - Executive Development Officer
Members - - - - All Heads of Division
Atty. E. Ramos ✓
Prof. A. Silvestre ✓
Prof. J. Lubrica, Sr. ✓
Mr. D. Aquitania ✓

B. Area Committees (cont'd)

FILE
RECORDS OFFICE

- (17) Finance & other Logistical Support Programs -
 - Chairman - - - - - Atty. E. Ramos
 - Vice Chairman - - - - - Mr. O. Limbin
 - " " " " - - - - - Executive Development Officer
 - Members - - - - - Mr. D. Garin
 - " " " " - - - - - Mr. E. Amoyen
 - " " " " - - - - - Mrs. J. Marquez
 - " " " " - - - - - Miss M. Aquino
 - " " " " - - - - - Mrs. J. Ramos

- (18) Graduate Program -
 - Chairman - - - - - Dr. E. Alonzo
 - Members - - - - - Heads of Academic Divisions
 - " " " " - - - - - Graduate Faculty

- (19) Team Development -
 - Chairman - - - - - Prof. C. Busca
 - Vice Chairman - - - - - Prof. E. Sano
 - Members - - - - - Prof. A. Silvestre
 - " " " " - - - - - Mr. A. Aramin

- (20) Organizational Development -
 - Chairman - - - - - College President
 - Vice Chairman - - - - - Dean F. Galeon
 - Members - - - - - Dean N. Alipit
 - " " " " - - - - - Dean E. Alonzo
 - " " " " - - - - - All Heads of Divisions

2. Functions and duties of Committees:

a. The Steering Committee shall perform the following functions and duties:


- (1) Formulate the institutional philosophy, goals, objectives, and general policies.
- (2) Develop the general guidelines to be followed by the area committees in planning the development program of the College.
- (3) Define the priority areas where developments are desired and needed in the light of the socio-economic development needs of the nation.
- (4) Consolidate the area reports.
- (5) Multiply the development/improvement plans by mimeographing, blue printing, and/or enlargements for distribution to College personnel for their review, comments, suggestions, and recommendations.
- (6) Finalize and print the development plan in final form.

Functions and duties of committees (cont'd)

FILE
RECORDS OFFICE

b. The Area Committees shall -

- (1) Gather the data needed in formulating the development plans and in estimating the logistical support needed, including the inventory of resources.
 - (2) Identify the specific development and/or improvement projects, programs or activities for each area for the next 5-10 years.
 - (3) Determine the goals and target dates.
 - (4) Evolve the area development programs and submit the same to the Steering Committee.
3. Deadline for the submission by the Area Committees of their initial development reports (in outline form) is August 29, 1975, and the complete report, September 15, 1975.
4. The Chairmen of Area Committees should be ready with basic data to be presented and discussed with the consultant group coming from UPLB anytime between now and the end of the month.
5. The cooperation of all concerned is enjoined.


BRUNO M. SANTOS
President

26-5

Republic of the Philippines
MOUNTAIN STATE AGRICULTURAL COLLEGE
La Trinidad, Benguet 0211

June 27, 1975

MSAC MEMORANDUM
Unnumbered, s. 1975

FILE
RECORDS OFFICE

STUDENTS REQUIRED TO EQUIP THEMSELVES
WITH SICKLES

To:

All College Instructors/Professors
All College Students

1. In view of the inadequacy of laboratory fees collected from college students to be used in buying the necessary tools for their field laboratory and/or experimental farm lots, it is hereby announced that effective this school year, all college students shall be required by their instructors/professors to provide themselves each with a durable sickle. The sickles shall be used by the students in their laboratory and/or experimental farm lots, in solid work and/or civic action work.
2. The College shall buy within the limits of funds other tools such as grub hoes, shovels, and spades.
3. Compliance hereof is desired.


BRUNO M. SANTOS
President

January 20, 1975

MSAC MEMORANDUM
No. 9, s-1975

REQUIREMENTS FOR EMPLOYMENT
OF COLLEGE WORKING STUDENTS

FILE
RECORDS OFFICE

To: All College Personnel
All College Students

1. Effective this date until revoked, deserving college students may be employed from time to time when needed as project, field and/or laboratory student assistants, janitors and/or security guards if they meet the following requirements:

- a. They have no failing grades or deficiencies, including the YOAP and/or Summer Farm Practices Program.
- b. They shall carry only 15 units of study load per semester or 6 units of study load per summer.
- c. They have had no disciplinary or delinquency cases such as stealing, laziness, vandalism, fighting, quarreling, drunkenness, immorality, etc.
- d. They present medical/physical examination certificate and a statement from the Guidance Clinic that they are fit for productive work.
- e. Recommendation of Division Heads concerned.

2. The services of working students shall be terminated anytime depending on one or any combination of the following causes:

- a. No more need for the services; the project is terminated or the funds are exhausted.
- b. Material evidence of inefficiency, laziness, and/or untrustworthiness.
- c. Any form of delinquency.
- d. Any failure in grades during a semester and/or summer.

3. If there are several applicants to only one job opening, the student who has the highest general average from his college first year to his present year level of attainment gets the job. In cases where all student-applicants do not meet the all-passing grade requirements, the student who has the highest general average shall be considered for the job opening, but only if the services are absolutely essential.

4. Compliance thereof is enjoined.


BRUNO M. SANTOS
President

BMS:rac

File
FILE
RECORDS OFFICE

December 4, 1974

MSAC Memorandum

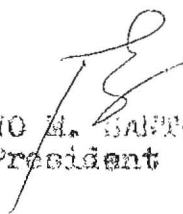
TO: ALL TEACHERS AND EMPLOYEES:

It has come to the attention of this office that some teachers and employees are getting scrap lumber and other materials from the piles or stocks in the Farm Shop and vicinity without permission.

It is desired that this practice be stopped immediately.

Please warn your children, helpers or students staying with you to desist from picking anything without permission.

Your cooperation is enjoined.


BRUNO A. SAPPAS
President

Republic of the Philippines
MOUNTAIN STATE AGRICULTURAL COLLEGE
La Trinidad, Benguet

October 30, 1974

FILE
RECORDS OFFICE

MSAC MEMORANDUM
No. 8, s. 1974

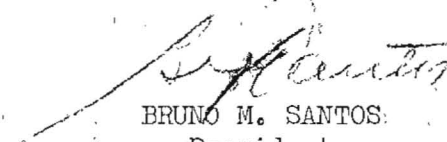
PAYMENT OF RENTALS BY COLLEGE PERSONNEL
LIVING IN COTTAGES, DORMITORIES, AND
OTHER HOUSING UNITS OWNED BY THE COLLEGE

To All College Personnel:

In accordance with Board of Trustees Resolution No. 61,
s. 1974, approved on October 18, 1974:

1. All school personnel living in College-owned cottages, dormitories and other living quarters provided by the College shall pay a rental of from ₱10.00 to ₱30.00 per bedroom a month effective November 1, 1974 according to the following schedule:
 - a) For cottages or housing units constructed before 1961, ₱10.00 per bedroom.
 - b) For cottages and staff living quarters in dormitories constructed from 1961-1970, and the living quarters provided in the three newly constructed nursery houses, ₱20.00 per bedroom. Provided that the dormitory matron or in-charge shall be exempt from paying the rental.
 - c) For cottages and housing units constructed after 1970 which are provided with modern facilities, ₱30.00 per bedroom.
 - d) Other living quarters which are attached to or parts of buildings other than those enumerated in (a), (b) and (c) above, ₱10.00 a month per bedroom.
2. In the case of Mr. Andres Mamaril, who constructed a house at his own expense on school land, with the permission of the previous school administrator, he shall pay a rental of ₱40.00 a month for the land effective November 1, 1974.

3. The monthly rental payments will be deducted from the salaries of personnel concerned as follows:
 - (1) Payments in full on the 15th of each month for those whose total monthly assessment is P30.00 or less; and
 - (2) One-half on the 15th and the other half on the 30th or 31st of each month if the assessment is more than P30.00. Provided that a teacher or employee who wishes to pay the rental in full at one time only, may do so by informing the Cashier about it.
4. The income to be derived from these rentals will be set aside as a sinking fund for the maintenance and repair of existing housing units and/or the construction of additional ones.
5. For the guidance of all concerned, the names of College Personnel and the corresponding rental each will pay monthly are indicated in the inclosures to this memorandum.
6. The cooperation of all concerned is enjoined.


BRUNO M. SANTOS
President

MSAC/ear
10-31-74

OF COLLEGE PERSONNEL LIVING IN
COLLEGE-OWNED COTTAGES OR QUARTERS

N A M E	NO. OF ROOMS	R A T E	TOTAL MONTHLY RENTAL
1. Rodolfo T. Abastilla	3	P30.00	P90.00
2. Teodora E. Bulatao	3	30.00	90.00
3. Nicomedes A. Alipit	3	20.00	60.00
4. Eriberto C. Alonzo	2	10.00	20.00
5. Almirante V. Angco	1	10.00	10.00
6. Romulo Q. Apolonio	1	10.00	10.00
7. Francisco R. Aquino	2	20.00	40.00
8. Theodore E. Arciso	1	10.00	10.00
9. Gregorio Bilango	1	10.00	10.00
10. Carlos T. Buasen	2	10.00	20.00
11. Francisco J. Canuto	2	10.00	20.00
12. Caritativo-Gonzales	2	10.00	20.00
13. Marcelina R. Carlos	2	10.00	20.00
14. Domingo Q. Casiwan	1	10.00	10.00
15. Alejandro D. Castro	2	20.00	40.00
16. Basito S. Cotiw-an	2	10.00	20.00
17. Maximo Del-amen	1	10.00	10.00
18. Miguel Dickson	1	10.00	10.00
19. Benjamin B. Dimas	3	10.00	30.00
20. Caroline B. Dimas	1	10.00	10.00
21. Embuido-Aromin	1	10.00	10.00
22. Felicidad J. Fernandez	3	10.00	30.00
23. Clemente L. Frez	1	10.00	10.00
24. Domingo E. Garin	2	20.00	40.00
25. Modesto U. Gonzales	1	10.00	10.00

FILE
RECORDS OFFICE

N A M E	: NO. OF : ROOMS	: R A T E	: TOTAL MONTHLY : RENTAL
26. Faustino G. Hermano	: 1	: P10.00	: P10.00
27. Sales A. Legaspi	: 1	: 10.00	: 10.00
28. Johnnie A. Loyola	: 1	: 10.00	: 10.00
29. Valeriano A. Macario	: 1	: 10.00	: 10.00
30. Josefina M. Marquez	: 2	: 20.00	: 40.00
31. Remegio E. Monroc	: 2	: 20.00	: 40.00
32. Sydney E. Moresto	: 1	: 10.00	: 10.00
33. Conrado J. Oliveros	: 1	: 10.00	: 10.00
34. Frank A. Pagnas	: 1	: 20.00	: 20.00
35. Arthur L. Paran	: (2)	: (10.00)	: (20.00)
36. Hortencio E. Patacsil	: 3	: 20.00	: 60.00
37. Ursula C. Perez	: 2	: 20.00	: 40.00
38. Everlino S. Ramos	: 2	: 20.00	: 40.00
39. Elmo O. Sano	: (2)	: (10.00)	: (20.00)
40. Pedro S. Sanchez	: 2	: 10.00	: 20.00
41. Moreno L. Sidchogan	: 1	: 10.00	: 10.00
42. Atanacio P. Silvestro	: 1	: 10.00	: 10.00
43. Demetrio S. Somera	: 1	: 10.00	: 10.00
44. Johnwel C. Tayan	: 1	: 10.00	: 10.00
45. Erlinda B. Tolentino	: 2	: 10.00	: 20.00
46. Lucio B. Victor	: 2	: 20.00	: 40.00
47. Celerina C. Villa	: 2	: 20.00	: 40.00
48. Leah G. Dagamiano	: 2	: 10.00	: 20.00
49. Pedro E. Obaldo	: 2	: 10.00	: 20.00
50. Bruno M. Santos	: 3*	: 20.00	: 60.00

FILE
RECORDS OFFICE

* 2 bedrooms reserved for official visitors, not counted.

Republic of the Philippines
MOUNTAIN STATE AGRICULTURAL COLLEGE
La Trinidad, Benguet

FILE
RECORDS OFFICE

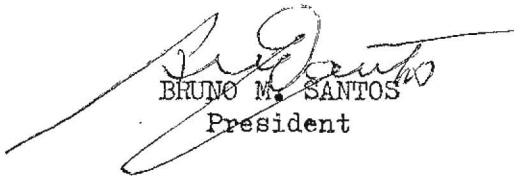
October 25, 1974

MSAC MEMORANDUM
No. 7, s. 1974

Creation of a Foreign Student Section

To: All College Personnel
and Students Concerned:

1. In compliance with Department Order No. 16, s. 1974, which requires the creation of a foreign students section in the Office of Admission or Office of the Registrar, to assist foreign students in enrolling, etc., there is hereby created a Committee composed of the Registrar as Chairman and the Supervisor of Student Teaching and the College and Board Secretary as members, to carry out the provisions of the aforesaid Memorandum No. 16.
2. The members of the Committee should familiarize themselves with the provisions of Department Order No. 35, s. 1972 and Department Order No. 16, s. 1974.
3. The cooperation of all concerned is enjoined.


BRUNO M. SANTOS
President

BMS/ear

Republic of the Philippines
MOUNTAIN STATE AGRICULTURAL COLLEGE
La Trinidad, Benguet 0211

FILE
RECORDS OFFICE

October 1, 1974

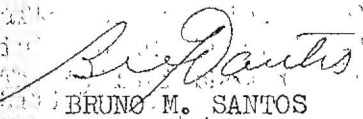
MSAC MEMORANDUM
No. 6, s. 1974

SYLLABUS WRITING

To: All Department/Division Heads
All Faculty Members

1. For the purpose of uniformity in the format of syllabi and to develop a system by which both teachers and supervisors could examine and sew up what may be missing or remedy proliferation of courses, all faculty members are hereby directed to prepare and/or update their syllabi in accordance with the General Outline enclosed herewith effective the second semester of school year, 1974-1975.
2. Faculty members shall update their syllabi several weeks before the opening of every term (summer or semester). They shall submit the final copies two weeks after the opening of classes to the following: one copy to the Division Head concerned and one copy to the Dean of Instruction. The syllabi should be well written.
3. The syllabi may be legibly handwritten and/or typewritten by faculty members themselves, using their own supplies and materials. The copies of syllabi submitted shall serve as some of the bases for determining the teachers' creative performance; they should always be ready for scrutiny upon request by the PAASCU/ACAP or PASUC accreditors and other higher authorities from the Department of Education and Culture.
4. It is believed that the enclosure covers the essentials of a syllabus, but other points not covered therein could be included depending on the nature and requirements of particular disciplines. The Instructors shall have the widest latitude to provide the missing links.
5. Section VII (Expansion of the General Outline) which is actually syllabus writing should be scholarly developed, and if believed by authorities concerned to be worth the effort, the materials may be printed and sold to students at cost. This section of the enclosure need not be submitted but it is subject to examination anytime for improvement, if necessary, by administrative/supervisory officials concerned.

6. Strict compliance hereof is enjoined.


BRUNO M. SANTOS
President

BMS:naa/ear

Inc. As stated.

Republic of the Philippines
MOUNTAIN STATE AGRICULTURAL COLLEGE
La Trinidad, Benguet 0211

September 24, 1974

FILE
RECORDS OFFICE

MSAC MEMORANDUM
No. 5, s. 74

SOCIO-CULTURAL ACTIVITIES

To All: Officials Employees
Teachers Students

1. For the purpose of enhancing the development of a greater national consciousness among our people, and in order to promote the attainment of the socio-cultural goals of the country, it is hereby directed that musical and literary programs be regularly organized and conducted by the different curricular years beginning the second semester of the school year, 1974-1975.

2. A committee to be known as the SOCIO-CULTURAL COMMITTEE is hereby created to take charge of planning, organizing, scheduling, and coordinating the literary-musical activities to be presented by each curricular year, class, or section during the semester and every semester (school year) thereafter. Chairman - Dean of Instruction and members - all Division Heads.

3. To assist the Socio-Cultural Committee and to implement and carry out this program, the following sub-committees are hereby constituted:

a. SUB-COMMITTEE ON MUSIC

Chairman - Prof. Esther R. Hifana
Co-Chairman - Mrs. Noemi B. Sobrino
Mrs. Josefina D. Botacion
Prof. Demetrio S. Somera

b. SUB-COMMITTEE ON DANCES

Chairman - Mr. Remigio F. Monroe, Jr.
Co-Chairman - Mrs. Antonia C. Cuenca
Mr. Marcos A. Puliyat
Prof. Ursula C. Perez

c. SUB-COMMITTEE ON DRAMA


Chairman - Prof. Isabel B. Rabina
Co-Chairman - Mr. Johnnie A. Loyola
Prof. Carlota V. Lubrica
Prof. Felicidad J. Fernandez
Mrs. Esther T. Gonzales

4. It shall be the duty and responsibility of the sub-committees to formulate the program in their respective areas and to submit the same to the Socio-Cultural Committee for consolidation, integration, and scheduling into ONE MASTER PROGRAM for the school. The master program is then sent back for implementation by the sub-committees.

5. It is suggested that a literary, dance or musical program or a combination of any or all, be held once a month on a regularly scheduled basis as part of the instructional process as well as entertainment of the college population.

6. It is also suggested that we celebrate Christmas this year and thereafter by organizing carol singing contests by classes for both the Secondary and Collegiate Divisions. The carol singing may begin December 1, 1974 and culminate on the last day of classes before the Christmas vacation begins.

7. The cooperation of all concerned is desired.


BRUNO M. SANTOS
President

May 2, 1974

MSAC MEMORANDUM
No. 4, s. 1974

FILE
REGIONS OFFICE

ALLOCATION OF MAN-HOURS DEVOTED TO MSAC
POSITIVE ACTIVITIES FOR SFP AND YCAP

1. Effective the school year, 1974-1975, and every year thereafter until revoked or modified, all the college students concerned shall undergo summer work experiences totalling 150 hours in any four of the following projects for the Summer Farm Practice required of all Non-Aggie Secondary graduates enrolled in the MSAC Degree Programs:

- a. Poultry (Prof. P. Sanchez)
- b. Piggery (Prof. P. Sanchez)
- c. Rabbitry (Prof. P. Sanchez)
- d. Dairy (Dr. B. Cotiw-an)
- e. Pomology (Mr. A. Tipayno)
- f. Floriculture (Mr. B. Ladiled)
- g. Balili Farm (Mr. E. Sano)
- h. Experimental Station (Mr. F. Pagnas)
- i. Mushroom (Prof. F. Hermano)
- j. College Lab Farm (Prof. C. Oliveros)

As soon as the student has decided in what four projects he/she likes to have work experiences in, he/she should go to the Registrar and register for these projects. The Registrar will record the projects selected by the student in the permanent record, indicating the number of hours to be spent and issue a class card to be presented by the student to the instructor concerned. While the student is given credit-units, the registration in the SFP and YCAP shall be free of charge.

The number of man-hours to be spent for each project selected by the student will be $37\frac{1}{2}$ or a total of 150 hours for the four projects. The work experiences shall be scheduled by the Registrar ONLY DURING SUMMER FOR FIRST OR SECOND YEAR STUDENTS who by their option may register for 75 man-hours for the first summer and for another 75 hours for the second summer sessions so the student may be allowed to register in ONLY ONE SUMMER COURSE WITH LABORATORY or two non-laboratory courses. The student may opt to finish the 150-hour requirement in one summer.

The personnel assigned shall program systematic field instructions relevant to meaningful and useful work experiences for the students and shall keep accurate time-records of the classified work experiences of students who go through their own projects. They shall submit to the Registrar Certifications of Completion for record and credit purposes.

2. College Juniors, who expect to graduate in October of any current school year or in March, are required to register free of charge for the 120-Hour Summer YCAP ONLY DURING SUMMER. Like the SFP students, they also shall be issued class cards by the Registrar to be presented to YCAP Advisers assigned to oversee the activities. The 120-Hour Summer YCAP shall be devoted to home and community cleanliness and beautification, environmental sanitation, food production, and other positive activities.

Students who have rendered the 176-Hour Civic Action Work under the Reserved Officers Training Corps (ROTC) or WATC need not render the 120-Hour Summer YCAP for Juniors required for graduation.

3. Enclosed is an MSAC YCAP/SFP curricular time-distribution for scheduling of required 150-Hour Summer Farm Practice, 80-Hour Saturday YCAP, 120-Hour Summer YCAP, and 176-Hour ROTC Summer YCAP for the information, guidance, and strict implementation of all concerned.

4. It is reiterated that the work experiences enumerated hereon are required of all students concerned for graduation.

BRUNO M. SANTOS

MSAC/SFP CURRICULAR TIME-DISTRIBUTION

Curricular Year	150-Hour SPF (1st & 2nd Year Non-Aggie HS Graduates)	80-Hour Sat YCAP/Year	120-Hour YCAP/Summer	176-Hr ROTC YCAP/Summer
First Year	*****	*****		
Second Year	*****	*****		
Third Year		*****	*****	*****
Fourth Year		*****	*****	
Fifth Year		*****		

College Field Production Projects

Home & Community Cleanliness & Beautification, Environmental Sanitation, Food Production, & Other Positive Activities

FILE
 RECORDS OFFICE

SCHEDULING OF YCAP/SFP ACTIVITIES

1. Require all freshmen and sophomores who are non-aggie secondary graduates enrolled in MSAC to undergo 150-Hour Summer Farm Practice in four of all the college field production projects to register for the four projects during summer. The Registrar shall issue class cards to the students. Project instructors/professors concerned shall certify on the completion of man-hour experiences in their respective projects for record and credit by the Registrar.
2. Require all freshmen, sophomores, juniors, and seniors to go through the additional 40-Hour YCAP every other Saturday per semester or 80 hours per year. The Chairmen of YCAP Advisers shall certify on the number of hours completed in their respective sectoral assignments; they shall submit these certifications to the Registrar for recording and accounting purposes. A schedule of work by classes for their sectoral assignments, with YCAP Advisers (Chairmen) who will consolidate certificates of completion, will be prepared and issued for action. The positive civic activities shall be home and community cleanliness and beautification, environmental sanitation, and food production.
3. Exempt college students who are self-employed in production and/or civic action during summer on a full-time basis (40 hours a week) from the 120-Hour Summer YCAP which is a requirement for graduation, provided they present affidavits to that effect. The affidavits should be submitted to the Registrar for evaluation, record, and credit purposes.
4. The 176-Hour ROTC Summer YCAP shall be credited for YCAP work which could be applied for the 120-Hour Summer YCAP required of Juniors for their graduation, but not vice-versa.

Republic of the Philippines
MOUNTAIN STATE AGRICULTURAL COLLEGE
La Trinidad, Benguet

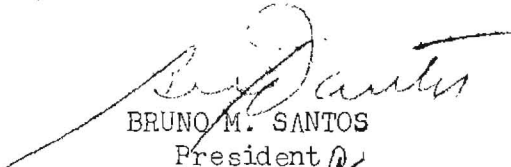
April 23, 1974

FILE
SECRETARY OFFICE

MSAC Memorandum
No. 3, s. 1974

REQUIRING THE STUDY OF THE 1973 CONSTITUTION OF
THE PHILIPPINES IN THE BAB & MASTERAL PROGRAMS

1. Consistent with the policy of the Department of Education and Culture by virtue of Paragraph (3) Section 8, Article XV of the 1973 Constitution of the Philippines, it is directed that the study of the New Constitution shall be part of the curricula in the BAB and masteral programs of the College effective the school year 1974-1975.
2. Political Science 11 (Philippine Government and Politics) with stress on the 1973 Constitution of the Philippines has already been included as a 3-unit course in the new BSA, BSAE, and BSHT programs. However, it is noted that the course is not offered in the BAB and masteral programs. It is directed, therefore, that "The New Constitution of the Philippines" be offered as ~~one-unit~~ ^{one-unit} course covering 20 hours per semester and/or summer during the second semester of the third year in the BAB degree program and anytime for the graduate students in the masteral program of the College.
3. In the Secondary Division, the subject in "Philippine History and Government" shall continue with a stress on the significance of the 1973 Constitution of the Philippines.
4. The basic content of "The Constitution of the Philippines" as a course to be reflected in the syllabus for both the secondary and tertiary levels (graduate and undergraduate) shall cover (a) The Filipino Teacher in the New Society and the New Constitution, (b) The New Constitution in the Context of Philippine History, (c) The Framing of the 1973 Constitution, (d) The Fundamental Principles and Policies of the State, (e) Philippine Citizenship: Duties and Obligations of the Filipino Citizen and Suffrage and the Political Process, (f) The Bill of Rights, (g) The Framework of Government, (h) The Judiciary, (i) Fiscal Provisions and Accountability of Public Officers, and (j) The Patrimony of the Nation and the National Economy.
5. Compliance hereof is enjoined.


BRUNO M. SANTOS
President

BMS:NAA/rcd.

Republic of the Philippines
MOUNTAIN STATE AGRICULTURAL COLLEGE
La Trinidad, Benguet


FILE
RECORDS OFFICE

March 28, 1974

MSAC Memorandum
No. 2, s. 1974

REVISED SCHOOL FEES

1. Pursuant to Res. No. 6, s. 1974, of the Board of Trustees of the Mountain State Agricultural College, the fees for the various curricular offerings of the College, effective the first semester, school year 1974-1975, or upon the opening of such specified short opportunity courses shall be as indicated in the herein inclosure to this Memorandum.
2. It is desired that information be given to all concerned and compliance therewith hereby requested.


BRUNO M. SANTOS
President

Incl.: As stated.

BMS: NAA/rqa

Inclosure to MSAC
Memo. No. 2, s. 1974

Republic of the Philippines
MOUNTAIN STATE AGRICULTURAL COLLEGE
La Trinidad, Benguet

FILE
RECORDS OFFICE

REVISED SCHOOL FEES

Pursuant to Board Res. No. 6, dated March 6, 1974, the fees for the various curricular offerings of the Mountain State Agricultural College, effective the first semester, school year 1974-1975, shall be as follows:

A. SECONDARY VOCATIONAL AGRICULTURE AND AGRICULTURAL HOMEMAKING - Yearly Basis:

1. Tuition fee	₱20.00
2. Matriculation	4.00
3. Refundable Trust Fund Deposit (new students)	10.00
4. Medical-Dental fee	2.00
5. Athletic fee	3.00
6. CAT-WATS (4th Year Students)	1.00
7. School Organ (Mountain Breeze)	5.00
8. Diploma fee (Senior Students)	10.00
9. Graduation fee (Senior Students)	10.00
10. FFP-FAHP	5.00
11. Identification Card	2.00
12. Student Body Government (MSSBG)	2.00
13. Library Fee	5.00
14. Current Events Digest (CED Subscription)	7.00

B. ONE-YEAR POST-SECONDARY FARM MECHANICS - Yearly Basis:

1. Tuition fee	₱50.00
2. Matriculation	4.00
3. Refundable Trust Fund Deposit	20.00
4. Library fee	5.00
5. ROTC Fee (Two (2) Semesters)	18.00
6. Athletic Fee	5.00
7. Laboratory Fee	30.00
8. Medical-Dental Fee	2.00
9. College Organ (Mountain Collegian)	6.00
10. Diploma Fee	10.00
11. Graduation Fee	10.00
12. Identification Card	2.00
13. Student Body Government (SSC & CSC)	3.00

C. DECREE PROGRAMS - BSA, BSAB, BSHT, BAB, etc. - Semestral Basis:

1. Entrance Fee (New Students)	₱10.00
2. Tuition fee per unit	4.00
3. Matriculation	4.00
4. Library fee	10.00
5. Medical-Dental fee	2.00
6. Athletic fee	3.00
7. ROTC-WATC	9.00
8. Laboratory Fees:	
a. For each course in Botany, Zoology, Chemistry, Entomology, Pathology, Physics, Soils, Meteorology, Micro-Biology, etc.	20.00
b. For each subject in all agriculture, Home Technology, Ag Engineering, etc.	8.00
9. Diploma fee (Senior Students)	40.00
10. Graduation fee (Senior Students)	10.00
11. Refundable Trust Fund Deposit for breakage, losses, etc. (New Students)	20.00
12. College Organ (Mountain Collegian)	6.00
13. Identification Card	2.00
14. Student Body Government (SSC & CSC)	3.00

D. MASTERAL PROGRAMS - MSA, BSAE, MSHT, Etc. - Semestral Basis:

1. Tuition fee per unit	₱15.00
2. Entrance fee	25.00
3. Library fee	30.00
4. Medical-Dental fee	5.00
5. Laboratory fee	20.00
6. Diploma fee (Senior Students)	50.00
7. Graduation fee	20.00
8. Thesis Committee fee (Adviser, Panel, Technical and English Critics)	250.00

E. OTHER SPECIAL/MISCELLANEOUS FEES:

1. Overseas Students:

Pursuant to Board Res. No. 31, s. 1972, foreign students who are qualified to enroll at the Mountain State Agricultural College are charged an "out-of-state" fee of \$15.00 per semester or term, in addition to the regular school and other fees required of every student, whether Filipino or foreign nationals.

2. Other Miscellaneous Fees:

In addition to the regular school fees, students who may be concerned, are charged the following fees:

a. Special/Validating Examination	₱5.00
b. Late Registration fine:	
(1) Secondary Students	5.00
(2) College Students	10.00
(3) Graduate School Students	15.00
c. Official Certification of Academic Records or Completion of Course	5.00
d. Official Transcript of Records:	
(1) Per page of original copies	5.00
(2) Per page of carbon copies	1.00
e. For every change, addition or dropping of subjects within the first ten (10) days from the start of classes	5.00

F. FEES FOR OTHER SHORT COURSES:

The fees for the other Short Courses to be opened by the College, pursuant to Board Res. No. 5, dated March 6, 1974, shall be the same as those charged on the One-Year Post-Secondary Farm Mechanics; Provided, that enrollees in the One to Two or Three-Year Courses shall pay the corresponding yearly fees for the next following year and thereafter; Provided further that enrollees in the Six-Month or less courses shall pay no less than ₱100.00 straight tuition fee.

CERTIFIED TRUE AND CORRECT:

(SGD.) DOMULO Q. APOLONIO
Board and College Secretary

Republic of the Philippines
MOUNTAIN STATE AGRICULTURAL COLLEGE
La Trinidad, Benguet B-210

March 29, 1974

FILE
RECORDS OFFICE

MSAC Memorandum
No. 1, s. 1974

SHORT OPPORTUNITY COURSES

1. Pursuant to Res. No. 5, s. 1974, of the Board of Trustees of the Mountain State Agricultural College, effective the summer session of 1974, the following short opportunity courses shall be offered:

- a. Six-Month Post-Secondary Inland Fishery Course
- b. Six-Month Poultry Production and Management
- c. Two-Year Ranger (Forestry) Course
- d. One-Year Pomology Course
- e. Six-Month Rabbitry and Tannery
- f. One-Year Vegetable Production
- g. One-Year Mushroom Production
- h. Six-Month Floriculture

Other short courses that may be offered are:

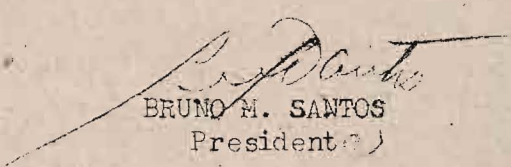
- a. Six-Month Fruit & Vegetable Processing & Preservation
- b. Six-Month Meat, Fish, Poultry & Egg Processing
- c. One-Year Technical Furniture & Cabinet Making
- d. Six-Month to One-Year Vocational Trade Course
- e. Six-Month Food Service Management
- f. Three-Month Native Cookery
- g. Six-Month Dairy Husbandry
- h. Six-Month Handicraft
- i. Six-Month Embroidery
- j. Six-Month Baking
- k. Six-Month Weaving
- l. Six-Month Knitting

2. A class for any of these short non-degree courses shall be opened if there will be 12 or more students enrolled for the course. If the enrollees are not enough to justify the opening of a class, said enrollees shall join any of the classes that meet the minimum number of students without extra charges to be made. The College Registrar should be officially informed by students concerned when registration in these courses needs changes in view of factors beyond control.

3. The fees shall be the same as those charged on the One-Year Post-Secondary Farm Mechanics Course, provided, however, that enrollees in the One to Two or Three-Year Courses shall pay the corresponding yearly fees for the next following year and thereafter; and provided, further, that enrollees in the Six-Month or less courses shall pay no less than ₱100.00 straight tuition fee.

4. The Mountain State Agricultural College is authorized by the Board of Trustees to issue certificates of completion for all the short opportunity non-degree courses.

5. For strict compliance of all concerned.


BRUNO M. SANTOS
President

Incl.: As stated.

BMS:NAA/rcd

EXCERPTS FROM THE MINUTES OF THE 18TH MEETING OF THE BOARD OF TRUSTEES OF THE MOUNTAIN STATE AGRICULTURAL COLLEGE, HELD AT THE CONFERENCE ROOM, PASUC OFFICE, DEPARTMENT OF EDUCATION AND CULTURE, AROCEROS STREET, MANILA, ON WEDNESDAY, MARCH 6, 1974, FROM 12:35 to 1:35 P.M.

x - x - x - x

FILE
RECORDS OFFICE

III. NEW BUSINESS:

x-x-x-x-x

2. Opening of the following Short Opportunity Courses, effective the summer session, 1974, or immediately upon availability of facilities and/or fundings:

A. Short Courses with Course Outlines already prepared:

- (1) Six-month Post-Secondary In-Land Fishery Course
- (2) Six-month Poultry Production and Management
- (3) Two-year Ranger (Forestry) Course
- (4) Six-month Swine Production and Management
- (5) One-year Pomology Course
- (6) Six-month Rabbitry and Tannery
- (7) One-year Vegetable Production
- (8) One-year Mushroom Production
- (9) Six-month Floriculture

B. The Course Outlines/Syllabi for the following courses are being prepared:

- (1) Six-month Fruit & Vegetable Processing and Preservation
- (2) Six-month Meat, Fish, Poultry and Egg Processing
- (3) One-year Technical Furniture and Cabinet Making
- (4) Six-month to One-year Vocational Trade Course
- (5) One to Two-year Trade Technical Course
- (6) Six-month Food Service Management
- (7) Three-month Native Cookery
- (8) Six-month Dairy Husbandry
- (9) Six-month Handicraft
- (10) Six-month Embroidery
- (11) Six-month Baking
- (12) Six-month Weaving
- (13) Six-month Knitting

On the matter of opening Short Opportunity Courses, Acting Board Chairman Suarez and some Members of the Board were unanimous in observing that the proposal is timely. PASUC Coordinator, Mr. Teofilo H. Montemayor observed that the proposal should get every encouragement from the Board. BVE Assistant Director Trinidad added that the College should issue certificates of completion for all the proposed courses. President Santos responded that the College will issue such certificates. Atty. Martinez who was representing BPS Director Soriano also added that the proposed courses are timely in view of possible effects of the NCFI recently given by the Department of Education and Culture.

There being no more remarks, and on motion duly seconded, the Board passed - - -

Res. No. 5, s. 1974

APPROVING the opening of Short Opportunity Courses listed above, with the suggestion that appropriate certificates of completion be issued to all who would graduate from such courses.

A P P R O V E D.

CERTIFIED TRUE AND CORRECT:

(SGD.) ROMULO Q. APOLONIO
Board and College Secretary

MSAC/rqa
3:28:74

Republic of the Philippines
MOUNTAIN STATE AGRICULTURAL COLLEGE
La Trinidad, Benguet.

FILE
RECORDS OFFICE


June 25, 1973

MSAC Memorandum
No. 2, s. 1973

MSAC INTEGRATED CIVIC ACTION PROGRAM

To: All College Personnel
and Students:

1. Pursuant to Department Order No. 53, s. 1972, circularized by this Office as inclosure to Office Memorandum No. 5, s. 1973, all students, teachers, and employees are required to render civic action activities every Saturday effective school year 1973-1974, in accordance with the program outlined in the inclosure to this Memorandum.
2. To make the program meaningful and relevant to school, community and national needs and problems, the civic action activities and projects must be planned and selected such that the participants learn and/or teach at the same time. In addition, the activities must foster cooperation, group loyalty, industry and pride in a work well done. Likewise, the program must develop self-discipline and the desire to serve the community.
3. The cooperation of all concerned is enjoined.


BRUNO M. SANTOS
President

Republic of the Philippines
MOUNTAIN STATE AGRICULTURAL COLLEGE
La Trinidad, Benguet

FILE
RECORDS OFFICE

June 25, 1973

INCLOSURE TO
MSAC MEMORANDUM
No. 2, s. 1973

MSAC INTEGRATED CIVIC ACTION PROGRAM
EFFECTIVE SCHOOL YEAR
1973-1974

Rationale:

1. The Old Constitution mandated that "all schools shall aim to develop moral character, personal discipline, civic conscience, vocational efficiency and to teach the duties of citizenship." Accordingly, all schools from the elementary to the university in both the public and private sectors were assumed to have keyed all their curricular programs to the attainment of the above-stated aims. But as all know today the schools have miserably failed in their task. In fact, the deterioration of the Philippine Society has been widely attributed to the irrelevance and unresponsiveness of the educational system to the needs of development.

2. The New Constitution was born and adopted because the old was deemed inadequate and needed overhauling. And like the Old, it also mandates that "all educational institutions shall aim to inculcate love of country, teach the duties of citizenship, and develop moral character, and vocational efficiency." There is no fundamental difference between the educational aims of the old and the new constitutions. But the change in phraseology indicates a newly discovered awareness of the weaknesses of the country's educational system in respect to the attainment of the above aims.

3. A positive step was taken by the President of the Philippines to correct the weaknesses and/or provide the missing links when he issued Presidential Decree No. 6-A entitled: "Educational Development of 1972 (Mechanics Implementation and Financing)." Partly in implementation of this decree D.L.C. Order No. 53 entitled: "Youth Civic Action Program" was issued by the Secretary of Education and Culture pursuant to which this Civic Action Program was formulated.

Educational and Philosophical Concept

1. MSAC regards its civic action projects and activities as teaching and learning situations for developing desirable values, attitudes, behaviors, skills and abilities among students, teachers and people of the community.

2. Therefore, Civic Action Programs must be designed to bridge the gap between the school and the community and plug the holes left gaping in the old system with the proper attitudes, values, behavior and morals through well-planned, meaningful and relevant activities and experiences involving students, teachers and people of the community.

3. It believes that Civic Action, to be effective, must involve and actively seek the support, cooperation and participation of people of the community.

4. The College believes in the Chinese proverb which says: "Don't criticize your neighbor's roof if your own doorstep is unclean." In other words, before one goes campaigning among people to clean their homes, beautify their surroundings, improve drainage, etc., he must first clean, beautify and improve his own home and its environment.

5. Accordingly, the Civic Action Program adopted by MSAC consist of and possesses the following features:

Strategies

I. On-Campus Civic Action Program

1. Students from the first year to the fourth year of both the secondary and collegiate level, will be divided into two groups, each group to report every other Saturday by rotation for the whole school year, except for the fourth year who will report for on-campus civic action work only during the first semester and go on off-campus civic action during the second semester. (Or, alternatively, the college senior may report every Saturday for Civic Action alternating the on-campus and off-campus work for one semester only).
2. The employees, teachers, and school officials, likewise, will be divided into two groups and report alternately every Saturday to supervise and manage the student civic actioners.

II. Off-Campus Civic Action Program

1. The male senior secondary will do an off-campus action work for one semester every Saturday, or one year every other Saturday, and the senior college students of both sexes will render off- and on-campus in alternation every Saturday for the 1st semester only.
2. Only 20 selected secondary seniors will be sent out on off-campus work. These will be grouped in two's, and two groups of two's will be paired and assigned to work with two farmer families in the community. The paired groups will alternate in visiting the farm families assigned to them every Saturday. (e.g. G-1 & G-2 are paired. They are assigned to farmer A & B. This Saturday G-1 visits; next Saturday G-2 visits; the third Saturday G-1 visits; and the fourth Saturday G-2 visits; etc.).
3. The college seniors will be grouped into fours - two boys and two girls. As in the case of the secondary seniors two groups will also be constituted as a pair and assigned five to ten (5-10) farm families. The two groups will alternate in visiting the farm families assigned to them.
4. Teachers will be assigned to supervise each respective group and keep the records of visits and work accomplished, as well as report the units of credits earned for this work to the Registrar.

III. Objectives, Activities and Projects

A. On-Campus Program

Objectives:

1. Training in cooperation, discipline, skills, attitudes, loyalty, industry, job and community pride, and social responsibility, etc.
2. Physical improvement of the college campus, buildings and facilities.
3. Beautification of the campus and maintaining the cleanliness and sanitation of the environment of buildings and grounds.

Activities:

1. Fencing of reservation.

2. Cleaning roads, lawns, playgrounds and drainage ditches, and buildings.
3. Landscaping and fixing the campus ground and roads.
4. Crop production and research activities.
5. Campus sanitation drive.

Projects:

1. Putting up concrete fence along the front boundary of the school.
2. Improving the campus road by hauling sand and gravel and spreading some where needed.
3. Improving the drainage ditches.
4. Planting ornamental shrubs and flowering plants.
5. Filling low portions of lawns and grounds.
6. Cleaning buildings and undertaking repair work.
7. Engaging in research and production activities.
8. Digging centralized garbage pit and collecting scattered garbage along Balili River.
9. Conducting a cleanliness and sanitation campaign in the school and community.
10. Landscaping and beautifying the yards of cottages and dormitories.

B. Off-Campus

Objectives:

1. Improvement of farm productivity and income of farm families.
2. Helping farmers plan and implement better farming programs to maximize farm income on all-year round basis.
3. Improvement of living conditions and family diet.

4. Helping farmers develop better harvesting and marketing techniques for their products.
5. Teach and develop vocational skills in home industry occupations as a secondary source of income and organize coops.
6. Teach family planning and better family living.
7. Teach the new constitution with emphasis on the duties and responsibilities of the citizen.

Activities:

1. Conduct individual and group meetings, conferences, or discussions on agricultural problems, cultural practices and new technologies of production or on family planning, population control, family diet, etc.
2. Provide technical assistance and demonstrate new practices of agricultural production.
3. Assist farmers in procuring better seeds and improved animal stocks and agricultural supplies for their use.
4. Help farmers make application and secure production loans from rural banks, etc.
5. Encourage play and cultural activities among the youths and adults during their leisure hours.
6. Teach home industry activities.

Projects:

1. Improvement of the home and its surroundings.
2. Establish:
 - a) Marketing center
 - b) Home industry center
 - c) Community cultural center
3. Organize:
 - a) Producers coops)
 - b) Consumers coops)
 - c) Marketing coops)
 - d) Home industry coops) - or multi-purpose coops.

IV. Implementation

1. This Civic Action Program takes effect immediately beginning June 16, 1973 and will continue in effect until amended, revoked or rescinded.
2. Division heads shall be responsible in programming their students and teachers as outlined above.
3. The Dean of Instruction shall coordinate the system-wide program.
4. The non-teaching staff will also report half day two Saturdays a month, or every other Saturday by rotation to give support to the students and teachers.

* * * *

Republic of the Philippines
MOUNTAIN STATE AGRICULTURAL COLLEGE
La Trinidad, Benguet

FILE
RECORDS OFFICE

June 2, 1973

MSAC Memorandum
No. 1, s. 1973

150-HOUR FARM PRACTICE PROGRAM

To: All Division Heads
College Registrar
Instructors/Professors
Studentry

1. Effective this school year, 1973-1974, and every year thereafter until revoked, the 150-Hour Farm Practice Program required of all MSAC college students who graduated from the General Secondary Academic Schools shall be devoted to farm production and other related activities during the second semester and summer session of the first school year in which the student is enrolled.
2. Students concerned shall be assigned by the Division Heads to the Production Managers, namely, Mr. Frank A. Pagnas (Experimental Station) and/or Mr. Elmo C. Sano (Banili Farm) for production activities during their vacation periods three hours a week and during summer eight hours a day for two weeks.
3. The students should be assigned to jobs such as land preparation, sowing seeds, planting or transplanting, applying fertilizers, cultivating, weeding, spraying chemicals, etc. both to get a job done and to learn skills and gain experience in farming. The students should go through these farm jobs with as many different crops as possible.
4. The Production Managers will assign, manage, and supervise the students in their farm production activities. At the end of every term (semester or summer), they shall submit to the College Registrar the grades of the students which may be either PASSED or INC (indicating the number of hours lacking, if any) as the case may be. The corresponding credit units for students who satisfactorily complete this program shall be properly entered in the students' permanent academic records by the College Registrar.
5. All students concerned shall provide themselves with the appropriate farm tools needed.


BRUNO M. SANTOS
President

Republic of the Philippines
MOUNTAIN STATE AGRICULTURAL COLLEGE
La Trinidad, Benguet

FILE
RECORDS OFFICE

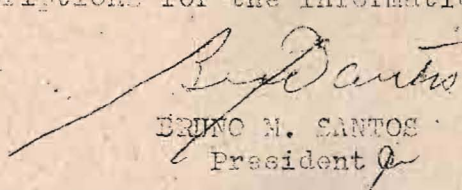
June 1, 1973

MSAC MEMORANDUM
Unnumbered, s. 1973

OPENING OF THE AGRIBUSINESS CURRICULUM LEADING TO
THE DEGREE OF BACHELOR OF AGRIBUSINESS (BAB)

TO: ALL College Personnel
The Studentry

1. Pursuant to an agreement reached among member-institutions of the Association of Colleges of Agriculture in the Philippines, Inc. (ACAP) with authority of the MSAC Board of Trustees through Board Resolution No. 33, s. 1972, the College hereby announces the establishment of the course leading to the degree of Bachelor of Agribusiness (BAB) effective the first semester of the school year, 1973-1974.
2. The objectives of the BAB Program are:
 - a. To motivate students to engage in productive and profitable farming by equipping them with the necessary technological competence and business experience.
 - b. To develop in the students social dedication and commitment in assuming responsible leadership in rural communities.
 - c. To inculcate in the students an appreciation of the key role of agriculture in nation building.
3. Some salient features of the new Agribusiness Curriculum as compared to the BSA and BSAE Program are:
 - a. Most of the courses for the first two years are common with the first two years of the BSA and BSAE Programs.
 - b. Two years of actual farm business experiences (third and fourth years) or the equivalent of 39 units are provided.
 - c. Balanced technical agriculture courses (crop, 39 units; animal, 23 units).
 - d. Twelve or more units of business courses are included.
 - e. It provides for "earn-as-you-learn-plan" in the last two years.
 - f. It provides for follow-up placement program.
4. First or second year BSA students, who desire to become self-employed farm business operators rather than government or private firm job-seekers, are encouraged to take the Agribusiness Program.
5. Attached are the curricular offerings, the distribution of courses, and brief course descriptions for the information and guidance of all concerned.


BRUNO M. SANTOS
President

Incl: As stated.

BMS/NAA/rcd

BACHELOR OF AGRIBUSINESS
(Effective First Semester, 1973-1974)

FIRST YEAR

FILE
RECORD

<u>First Semester</u>		Hrs.	Units	<u>Second Semester</u>		Hrs.	Units
English 11 - Gram & Comp	3	3	English 12 - Adv Gram & Comp	3	3		
Botany 11 - General Botany	6	4	Math 15 - Business Math	3	3		
Math 11 - College Algebra	3	3	Botany 12 - Plt Physiology	5	3		
Zoology 11 - General Zoology	6	4	An Husb 11 - Fund of An Husb	5	3		
Chem 11 - General Chemistry	9	5	Spanish 11 - Elem Spanish	3	3		
Forestry 11 - Forest Conserv	1	1	Agribusiness 11 - Farm Mgmt	5	3		
Soc Sc 11 - Personality Adjustment	(1)	(1)	Pilipino 11 - Salitaang Pil	3	3		
PE 11a & 12a - Hygiene: First Aid	(2)	(2)	PE 11b & 12b - Gymnastic: Basic Sports	(2)	(2)		
ROTC/WATC 11 - 1st Yr Basic	(3)	(1.5)	ROTC/WATC 12 - 1st Yr Basic	(3)	(1.5)		
	27	20		27	21		

SUMMER (1st Year)

Soc Sc 12 - Rural Sociology	3	3
Phil Inst 11 - Rizal & His Works	3	3
English 16 - Business English	3	3
	9	9

SECOND YEAR

Econ 11 - Prin of Econ	3	3	Plt Protection 11 - Plt Pests, Diseases & Control	5	3
Physics 11 - Gen Physics	5	3	Ag Engr'g 11 - Farm Shop Practice	5	3
Agron 11 - Fund of Crop Prod	5	3	Soc Sc 13 - Family Living and Community Development	3	3
Soils 11 - Prin of Soil Sc	5	3	An Husb 13 - Pltry Production and Marketing	5	3
An Husb 12 - Swine Production and Marketing	5	3	Agron 13 - Vegetable Prod., Processing & Marketing	5	3
Spanish 12 - Elem Spanish	3	3	Agron 14 - Field Crop Prod., Processing & Marketing	5	3
Agribusiness 12 - Farm Book-keeping and Accounting	5	3	Agron 15 - Cereal Prod., Processing & Marketing	5	3
PE 13a & 14a - Gymn: Sports	(2)	(2)	PE 13b & 14b - Gymn: Tchng PE; Sports	(2)	(2)
ROTC/WATC 21 - 2nd Yr Basic	(3)	(1.5)	ROTC/WATC 22 - 2nd Yr Basic	(3)	(1.5)
	31	21			

SUMMER (2nd Year)

Spanish 13 - Intermediate Spanish	3	3
Psychology 11 - Business Psycho	3	3
Agribusiness 13 - Farm Finance and Marketing	5	3
	11	9

THIRD YEAR

*Agribus Practice 11a - Veg Crop (Choice)	5+	3	Agribus Pract 11b - Veg Crop (Choice)	5+	3
Agribus Pract 12a - Field Crop (Choice)	5+	3	Agribus Pract 12b - Fld Crop (Choice)	5+	3
Agribus Pract 13a - Crop (Choice)	5+	3	Agribus Pract 13b - Crop (Choice)	5+	3
Ag Engr'g 12 - Farm Mach and Motors	5	3	Agron 17 - Tobacco Prod., Processing, & Marketing	5	3
Agron 16 - Legume Prod. and Marketing	5	3	Soc Sc 14 - Phil Agric Laws	3	3
Agron 20 - Fruit Prod & Orchard Management	5	3	Agric 99A - Colloquium in Crop Prod., Proc, & Mkts	2	2
	30+	18		25+	17

*Practice in Crop Production, Processing, and Marketing. A Student is required to undertake three projects in crops of his choice.

SUMMER (3rd Year)

Pilipino 12 - Conversation, Filipino	3	3
Animal Protection 12 - Animal Pests, Diseases, and Control	5	3
Agribusiness Practice 14 - Integrated Crops and Animals	5+	3
	<u>13+</u>	<u>9</u>

FOURTH YEAR

<u>First Semester</u>	<u>Hrs.</u>	<u>Units</u>	<u>Second Semester</u>	<u>Hrs.</u>	<u>Units</u>
*Agribus Practice 15a - Swine	5+	3	Agribus Practice 15b - Swine	5+	3
Agribus Practice 16a-Poultry	5+	3	Agribus Practice 16b-Poultry	5+	3
Agribus Practice 17a (Choice)	5	3	Agribus Practice 17b-(Choice)	5+	3
An Husb 14 - Dairy Production and Marketing	5	3	An Husb 50 - Meat & Milk Processing and Marketing	5	3
An Husb 15 - Animal Breeding	5	3	Agric 99A - Colloquium in Animal Production, Processing & Marketing	2	2
Ag Extension 11 - Community Survey and Program Development	3	1		<u>17</u>	<u>17</u>
Agribusiness 14 - Farm Management	5+	3			

*Practice in Animal Production, Processing and Marketing's 1 student is required to undertake the project in animal of his choice.

On-the-job-training will be arranged with agricultural business firms during the second semester of the fourth year.

DISTRIBUTION OF COURSES

A. TECHNICAL COURSES

Crop

	<u>Hrs.</u>	<u>Units</u>
Agron 11 - Fundamentals of Crop Production	5	3
Botany 12 - Plant Physiology	5	3
Plant Protection 11 - Plant Pests, Diseases, and Control	5	3
Agron 13 - Vegetable Production and Marketing	5	3
Agron 14 - Field Crop Production and Marketing	5	3
Agron 15 - General Production and Marketing	5	3
Agron 16 - Legume Production and Marketing	5	3
Agron 17 - Tobacco Production and Marketing	5	3
Agron 20 - Fruit Production and Orchard Management	5	3
Agric 99A - Colloquium in Crop Production, Processing and Marketing	2	2
		<u>29</u>

Animal

An Husb 11 - Fundamentals of Animal Husbandry	5	3
Animal Protection 11 - Animal Pests, Diseases, and Control	5	3
An Husb 12 - Swine Production and Marketing	5	3
An Husb 13 - Poultry Production and Marketing	5	3
An Husb 14 - Dairy Production and Marketing	5	3
An Husb 16 - Animal Breeding	5	3
An Husb 50 - Meat & Milk Processing and Marketing	5	3
Agric 99B - Colloquium in Animal Production, Processing, and Marketing	2	2
		<u>29</u>

Engineering

Ag Engineering 11 - Farm Shop Practice	5	3
Ag Engineering 12 - Farm Machinery and Motors	5	3
		<u>6</u>

Extension

Ag Extension 11 - Community Survey and Program Development	3	1
--	---	---

Forestry

Forestry 11 - Forest Conservation

1 1

Business

Agribusiness 11 - Farm Management

5 3

Agribusiness 12 - Farm Bookkeeping and Accounting

5 3

Agribusiness 13 - Farm Finance and Marketing

5 3

Agribusiness 14 - Farm Cooperatives

3 3

12 74

B. FIELD PRACTICE (PRODUCTION, PROCESSING, AND MARKETING)

Crop

Agribusiness Practice 11 (A & B) - Vegetable

10+ 6

Agribusiness Practice 12 (A & B) - Field Crop

10+ 6

Agribusiness Practice 13 (A & B) - (Choice)

10+ 6

18

Animal

Agribusiness Practice 14 - Integrated Crops & Animals

5+ 3

Agribusiness Practice 15 (A & B) - Swine

10+ 6

Agribusiness Practice 16 (A & B) - Poultry

10+ 6

Agribusiness Practice 17 (A & B) - (Choice)

10+ 6

21 39

C. GENERAL EDUCATION

English 11 - Grammar and Composition

3 3

English 12 - Advanced Grammar and Composition

3 3

English 16 - Business English

3 3

Pilipino 11 - Salitang Pilipino

3 3

Pilipino 12 - Salitang Pilipino

3 3

Mathematics 11 - College Algebra

3 3

Mathematics 15 - Business Mathematics

3 3

Physics 11 - General Physics

3 3

Soils 11 - Principles of Soil Science

3 3

Chemistry 11 - General Chemistry

3 5

Botany 11 - General Botany

3 4

Zoology 11 - General Zoology

3 4

Social Science 11 - Personality Adjustment

(1) (1)

Social Science 12 (Ag Educ 22) - Rural Sociology

3 3

Social Science 13 - Farm Family & Community Development

3 3

Social Science 14 - Philippine Agricultural Laws

3 3

Psychology 11/Economics Statistics 11

3 3

Economics 11 - Principles of Economics

3 3

Spanish 11 - Elementary Spanish

3 3

Spanish 12 - Elementary Spanish

3 3

Spanish 13 - Intermediate Spanish

3 3

Spanish 14 - Intermediate Spanish

3 3

67

SUMMARY

TECHNICAL COURSES	74
Crop	29
Animal	23
Agricultural Engineering	6
Business	12
Extension	3
Forestry	1
FIELD PRACTICE	39
GENERAL EDUCATION	67
GRAND TOTAL	<u>180</u> Units

DESCRIPTION OF COURSES FOR TECHNICAL, GENERAL, AND
PROFESSIONAL EDUCATION - Same as for the BSA
and BSAB Program

ADDED COURSES FOR THE BACHELOR OF AGRIBUSINESS

TECHNICAL AGRICULTURE

PLANT PROTECTION 11 - PLANT PESTS, DISEASES, AND CONTROL. Principles and practices in entomology and plant pathology with emphasis on the identification and control of plant pests and diseases, and application of chemical, biological, cultural, and integrated cultural methods, and new approaches to pest and insect control. Collection of plant pests and diseases is required.

Prerequisite: Zoology 11

5 hours a week (2 class, 3 lab); credit - 3 units

AGRONOMY 15 - CEREAL PRODUCTION, PROCESSING & MARKETING. Recent advances in the production of cereals including processing and marketing of products, determination of profit and loss. Emphasis is on rice, corn, and sorghum. Prospectus is required.

Prerequisites: Agronomy 11 and Agribusiness 11.

5 hours a week (2 class, 3 lab); credit - 3 units

AGRONOMY 16 - LEGUME PRODUCTION AND MARKETING. Recent advances and practices in the production, handling, and marketing of legume products, including determination of profitability. Prospectus is required.

5 hours a week (2 class, 3 lab); credit - 3 units

AGRONOMY 17 - TOBACCO PRODUCTION & MARKETING. Principles and practices in tobacco production, processing and marketing.

5 hours a week (2 class, 3 lab); credit - 3 units

AGRICULTURE 99A - COLLOQUIUM IN CROPS. Seminar on crop production, processing and marketing. Prerequisite: Third year proper.

2 hours a week (discussion); credit - 2 units

AGRICULTURE 99B - COLLOQUIUM IN ANIMALS. Seminar on animal production, processing and marketing. Prerequisite: Fourth year proper. 2

2 hours a week (discussion); credit - 2 units

ANIMAL PROTECTION 11 - ANIMAL PESTS, DISEASES, AND CONTROL. Recent advances in the prevention and control of animal pests and diseases.

Prerequisite: Zoology 11

5 hours a week (2 class, 3 lab); credit - 3 units

EXTENSION

AGRICULTURAL EXTENSION 11 - COMMUNITY SURVEY PROGRAM DEVELOPMENT. Identifying major problems affecting farmers in the community and development of action programs to minimize such problems.

3 hours a week (class); credit - 3 units

FORESTRY

FORESTRY 11 - FOREST CONSERVATION. Importance of conserving forest trees, including the basic principles and practices of forest conservation.

1 hour a week (class); credit - 1 unit

BUSINESS

AGRIBUSINESS 11 - FARM MANAGEMENT, INCLUDING NOMENCLATURE OR PROJECT STUDY. The tools involved in farm management; principles and practices in the organization and utilization of these tools and farm resources, including selection of alternatives and analysis of costs and returns.

5 hours a week (2 class, 3 lab); credit - 3 units

AGRIBUSINESS 12 - FARM BOOKKEEPING AND ACCOUNTING. Basic accounting and bookkeeping with emphasis on their application to agricultural business. Case analysis is included.

Prerequisite: Agribusiness 11

5 hours a week (2 class, 3 lab); credit - 3 units

AGRIBUSINESS 14 - FARM COOPERATIVES. Business foundation of farm cooperatives, structural organization, and operations and their legal status. 3 hours a week; credit - 3 units

FIELD PRACTICE

AGRIBUSINESS PRACTICE 11, 12, & 13 (A & B) - FIELD PRACTICE IN CROPS. Production, processing and marketing of three preferred crops (1 for vegetable, 1 for field crop, and 1 for any other choice).

Prerequisite: Third year proper.

25+ hours a week (Practice); credit - 18 units

AGRIBUSINESS PRACTICE 14 - INTEGRATED CROPS AND ANIMALS. Farm practice in the different activities on jobs in integrated crop and animal projects, including vertical diversification.

Prerequisite: Summer (Third year)

5 hours a week; credit - 3 units

AGRIBUSINESS PRACTICE 15, 16, & 17 (A & B) - FIELD PRACTICE IN ANIMAL FARM BUSINESS. Production, processing and marketing practices in swine, poultry and other selected animal (3 projects). Farm records are required.

Prerequisite: Fourth year proper

25+ hours a week (Practice); credit - 18 units

ADDITIONAL GENERAL AND PROFESSIONAL EDUCATION COURSES

ENGLISH 16 - BUSINESS ENGLISH AND CORRESPONDENCE. Review of grammar and composition; communication and writing principles and strategies applied to business management, letters, reports, special studies, and records.

Prerequisite: English 11

3 hours a week (class); credit - 3 units

PSYCHOLOGY 11 - BUSINESS PSYCHOLOGY. Psychological principles applied to business, including factors influencing consumers' reaction and preferences on products.

Prerequisite: Economics 11

3 hours a week (class); credit - 3 units

MATHEMATICS 15 - BUSINESS MATHEMATICS. Mathematical operations and principles applied to business. It includes investments, interests, discounts, compound interests and accounts, annuities, amortization, sinking funds, bonds, depreciation perpetuities, and capitalization.

Prerequisite: Mathematics 11

3 hours a week (class); credit - 3 units

SOCIAL SCIENCE 13 - FARM FAMILY LIVING & COMMUNITY DEVELOPMENT. Study of the forces and conditions which have shaped the Filipino farm family life and community development.

3 hours a week (class); credit - 3 units

SOCIAL SCIENCE 14 - PHILIPPINE AGRICULTURAL LAWS. Identification of Philippine agricultural laws with emphasis on the Land Reform Code, including laws which affect economic development.

3 hours a week (class); credit - 3 units