

GRADUATE STUDENT GUIDEBOOK

2015



GRADUATE SCHOOL

Visayas State University
Visca, Baybay City, Leyte

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About the Graduate Student Guidebook

The 2015 Graduate Student Guidebook is a publication of the Graduate School, Visayas State University, Visca, Baybay City, 6521-A Leyte, Philippines. Many portions of this guidebook are excerpts from the VSU Graduate School Code (BOR Resolution No. 41, s. 2014) and the VSU Undergraduate Student Handbook.

VISAYAS STATE UNIVERSITY
VISCA, BAYBAY CITY, LEYTE

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TO THE GRADUATE STUDENT

WELCOME to the Graduate School of the Visayas State University (VSU)! We commend you for choosing VSU, a premier university of science and technology, for your graduate education.

This *Graduate Student Guidebook*, contains pertinent information every graduate student of VSU should know. It will help guide you throughout your period of study in the University.

As a graduate student, you are responsible for knowing, understanding and observing all policies and regulations that may affect your student life at the University. While this *Guidebook* provides you with relevant information, it is not your only official source of information. You are expected to familiarize yourself with the *Graduate School Code*, *VSU Code*, and other relevant issuances from the other units of the university.

This *Graduate Student Guidebook* was first published in 2003, and revised in 2007. This 2015 edition contains policy changes that have been instituted since 2007.

May you find this *Guidebook* helpful and we wish you success in your graduate study at VSU!



BEATRIZ S. BELONIAS, Ph.D
Graduate School Dean

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THE VISAYAS STATE UNIVERSITY

The Visayas State University (VSU) started as a provincial agricultural school known as the Baybay Agricultural High School (BAHS) through a Provincial Board Resolution on June 19, 1924 with three (3) staff and 46 students. In the later part of 1938, it was converted into the Baybay National Agricultural School (BNAS) in consonance with the approval of Commonwealth Act No. 313 authorizing the Director of Education to convert agricultural/vocational schools into national/regional vocational agricultural schools. Teacher-education courses leading to a Bachelor's degree in Agricultural Education and Agricultural Homemaking were introduced in 1952.

The institution was changed to the Visayas Agricultural College (VAC) by virtue of Republic Act No. 2831 on June 19, 1960. It became the Visayas State College of Agriculture (ViSCA) on May 24, 1974 by virtue of P.D. No. 470 which was later amended by P.D. No. 700 on May 12, 1975. Its conversion into a state college was in line with the program of the Philippine government to develop three key

agricultural colleges/universities in each major region of the country. The Visayas State College of Agriculture (ViSCA) was for Visayas; Central Mindanao University (CMU) for Mindanao; and Central Luzon State University (CLSU) for Luzon. The development of ViSCA became part of the World Bank-funded agricultural projects which started in 1976.

On June 5 and 6, 2001, an Act which was a consolidation of House Bill No. 12657 and Senate Bill No. 2281 converting the Visayas State College of Agriculture into a state university to be known as the Leyte State University was passed by the House of Representatives and the Senate. On August 11, 2001, Republic Act No. 9158 converted ViSCA into Leyte State University (LSU). By virtue of Republic Act No. 9437, it became the Visayas State University (VSU) on April 27, 2007.

The provisions of Republic Act No. 8292 otherwise known as the “Higher Education Modernization Act of 1997” form an integral part in the conversion of ViSCA into a state university and likewise serve as the governing charter of the institution. VSU primarily provides advanced instruction and professional training in agriculture, science and

technology, education, and other related fields. It also undertakes research and extension services, and provides progressive leadership along these areas. The administration of VSU and the exercise of its powers are vested exclusively in the Board of Regents which is composed of the following: Chair – Chair of the Commission on Higher Education (CHED); Vice Chair – VSU President; Members – Chair of the Committee on Education, Arts and Culture of the Senate; Chair of the Committee on Higher and Technical Education of the House of Representatives; Regional Director of the National Economic and Development Authority (NEDA); Regional Director of the Department of Agriculture (DA); President of the VSU Faculty Association; President of the VSU Supreme Student Council; President of the VSU Alumni Association; and two (2) prominent citizens who have distinguished themselves in their professions or field of specialization.

VSU is situated in Visca, Barangay Pangasugan, Baybay City, Leyte which is 8 kilometres north of the said city and 34 kilometers south of Ormoc City. It is accessible from both directions because the national road cuts across the university campus. It can also be reached from various points in Leyte either by air

through the Daniel Z. Romualdez airport in Tacloban City (116 km) or by sea through Baybay City, Hilongos and Ormoc City where boats from Cebu dock regularly. Fastcraft vessels also sail regularly from Cebu to Ormoc and vice versa.

The Visayas State University has five (5) campuses located in different parts of the province, namely: VSU Main campus, Visca, Baybay City, Leyte; VSU-Alang-alang campus, Alang-alang, Leyte; VSU-Villaba Campus, Villaba, Leyte; VSU-Isabel Campus, Isabel, Leyte and VSU-Tolosa Campus, Tolosa, Leyte.

The Visayas State University is anchored on the following Vision and Mission:

Vision: The premier university of science and technology in the Visayas.

Mission: Provide excellent instruction, conduct relevant research and foster community engagement that produce highly competent graduates necessary for the development of the country

THE VSU GRADUATE SCHOOL

HISTORY

Graduate education in VSU started in April 1979 when the Department of Agricultural Development Education (now the College of Education) offered a master's degree in agricultural education and agricultural extension. Graduate work then was under the supervision of the head of said department. However, when the other academic departments embarked on their respective graduate programs, the Graduate School was created in 1980 to coordinate the various programs of the college. The first graduates of the master's degree (major in Agricultural Extension) was conferred during the graduation ceremony in April 1983.

With the help of the New Zealand Government and Massey University, the Graduate School launched the Extramural Program for Rural Development (EPRD) in November 1985 to enable students to take graduate courses for credit through distance learning with the use of study guides and other learning modules.

In 1997, the Open University of ViSCA (now VSU) was launched to expand the EPRD and to cater to the needs of distance learners.

At present, the Graduate School offers programs in the diploma, master's and doctoral levels. Since the graduate program was implemented, more than 400 students have obtained graduate degrees in various fields of specialization.

Graduate School Philosophy

The Graduate School affirms this doctrine as central to its view of graduate education;

“A teacher must foster intellectual curiosity among students and train them in the art and science of searching for truth to achieve excellence whether in the classroom or in the laboratory, in nature or in society”

Goal

Produce high quality manpower in agriculture and its allied fields through graduate education to serve the development needs of the region.

General Objective

To strive for excellence in graduate education for regional growth and development.

Specific Objectives

- To offer graduate courses to teachers, researchers, extension workers, administrators and other professionals.
- To train and guide graduate students in conducting productive and independent research studies relevant to agriculture and its allied fields.
- To design and implement innovative strategies for the enhancement of managerial and leadership skills of professional and development workers; and
- To strengthen personal discipline and moral character of graduate students to better serve their clientele.

WHY CHOOSE A VSU GRADUATE EDUCATION?

Producing a critical mass of highly trained human resource who can ably solve the problems in agricultural and rural development in developing countries like the Philippines, should be addressed. Moreover, the emerging initiatives toward agricultural and ecological sustainability in almost all government and non-government organizations engaged in technical as well as social aspects of agricultural R & D require high caliber personnel with good advanced education.

Cognizant to these needs and trends, and in accordance with its mandate, the Visayas State University heeds this call for the development of competent and highly trained manpower. VSU offers relevant and quality graduate educational programs designed to influence both young and mature minds towards positive transformation especially those associated with the current shifts in the national RDE thrusts in agriculture, fisheries and science and technology.

Besides being a zonal agricultural university for the Visayas, VSU has gained international reputation as a growing center of excellence for academic pursuit in the field of agriculture and allied fields.

GRADUATE SCHOOL SERVICES

The Graduate School takes charge of graduate student admission and registration, scheduling of graduate courses, evaluation of graduate students' program requirements and keeping of graduate students' records. It also coordinates with the Office of the University Registrar in monitoring the progress of graduate students' academic performance, updating and keeping graduate students' records, and checking graduation requirements.

The Graduate School has different sections to provide the faculty, staff and prospective students better and more efficient service. The four sections together with their functions are listed below.

- **Admission and Registration**

This section performs the following functions;

- a. facilitates the admission and registration of new and continuing graduate students;
- b. receives and endorses admission-related documents for evaluation by the department concerned;

- c. prepares and issues letter of admission and registration permits to graduate students;
- d. prepares schedules of graduate course offerings.
- e. prepares list of candidates for graduation, and determines the graduation requirements/deficiencies of graduate students;

The Graduate School is also responsible for the maintenance and safekeeping of graduate students' records and other documents related to the graduate program of the university.

- **Evaluation and Monitoring**

This section receives and evaluates the following documents prior to endorsement/approval by the Graduate School Dean:

- a. application for admission/readmission and examination (qualifying/comprehensive/final)
- b. nomination of Graduate Advisory Committee;
- c. plan of course work;

- d. change of admission status from probationary to regular;
- e. change in degree program, major /minor/ cognate field, plan of course work, and GAC composition.

It also sees to it that special problem/thesis/dissertation outlines and manuscripts follow the prescribed format and style. It likewise receives and reviews applications for graduate assistantship/scholarship before endorsement to the appropriate screening/approving committee.

- **Research, Extension and Publication**

This section takes charge of the research and extension activities of the Graduate School. It is also responsible for the production and revision of the various Graduate School publications such as the Graduate School Code, information bulletins and brochures, Graduate School Catalogue, Graduate Research Abstracts, Manuscript Format and Style Guide, Graduate Faculty Directory, Graduate Students' Directory, Graduate Student Guidebook and the Science and Humanities Journal. Instructional materials may also be produced, reproduced and/or improved in this section.

- **Guidance and Counseling**

This section is responsible for providing guidance and counseling to graduate students. A licensed guidance counselor holds counseling sessions in the Graduate School at the following schedules:

1:00 p.m. - 5:00 p.m. - Wednesday
8:00 a.m - 12:00 noon - Thursday
By appointment - Saturday



GRADUATE CURRICULAR PROGRAMS

The University regularly updates its programs to keep pace with the ever changing needs of students and to ensure an atmosphere for maximum academic advancement.

While the majority of its students attend regular classroom instruction, others opt to pursue a distance learning scheme which makes certain programs available to those who cannot attend on-campus instruction due to various constraints.

a. Regular On-campus Programs

Doctor of Philosophy (Ph.D.) with
majors in:

Agricultural Education

Animal Science

Entomology

Horticulture

Plant Pathology

Master of Science (M.S) with majors in:

Agricultural Economics

Agricultural Education

Agricultural Extension

Agricultural Engineering
Agronomy
Animal Science
Botany
Development Communication
Entomology
Food Science and Technology
Forestry
Home Economics
Horticulture
Language Teaching
Plant Pathology
Plant Protection
Development Sociology
Soil Science
Tropical Ecology
Weed Science

**Master of Agricultural Development
(MAgDev) with majors in:**

Agricultural Economics
Agricultural Education
Agricultural Extension
Agronomy
Animal Production
Development Communication
Entomology

Home Economics
Language Teaching
Plant Pathology
Plant Protection

b. On-campus Weekend Programs

Master of Management (M.M.) with
majors in:

Agribusiness Management
Business Management

Master in Education (M.Ed.) with majors
in:

Biology
Chemistry
English
Physical Education

**Master of Land Administration and
Management (MLAM)**

**Master of Science in Land
Administration and Management
(MSLAM)**

Diploma in Land Administration and Management (DLAM)

c. Distance Education Programs

Master of Agricultural Development (MAgDev) with majors in:

Agricultural Education

Agricultural Extension

Agronomy

Animal Production

Language Teaching

ACADEMIC AND OTHER REGULATIONS

Admission and Registration Requirements

Minimum General Requirements

- Prospective graduate students should apply for admission to the Graduate School before the beginning of the expected term of enrolment. Prior to registration, all required documents, including application fees must be received at the Graduate School not later than 2 weeks for local students, and 8 weeks for foreign students.
- Applicants seeking admission must be holders of bachelor's degree for the M.S. program and master's degree for the Ph.D. program from any recognized institution. The Graduate Admissions Committee of the department where the student intends to major, determines the acceptability of the applicant after submission of the following:
 1. Accomplished application forms for admission using GS Form No. 1.

2. Official Transcript of Academic Records (TOR) bearing the official seal of the school (original copy);
 3. Candid appraisal of applicant using GS Form No. 2 by at least two former professors or one professor and one supervisor (if employed) which must be sent directly to the Dean of the Graduate School by separate mail;
 4. A certification of English proficiency or an acceptable score in Test of English as a Foreign Language (TOEFL). This is specifically required for foreign applicants whose native language is not English;
 5. A non-refundable application fee in bank draft or money order remitted to the Visayas State University.
- The concerned department, through its Graduate Admissions Committee, shall evaluate the applicant based on the documents submitted and other requirements. Documents submitted to the Graduate School pertinent to application for admission become part of the official files.

- The Head of the department shall recommend the admission of a prospective graduate student to the Dean of the Graduate School who shall eventually issue an official letter of admission.
- Application forms for admission may be obtained from the Office of the Dean of the Graduate School, Visayas State University, Visca, Baybay City, 6521-A Leyte, Philippines. Said forms are also available from the VSU liaison offices in Metro Manila and Cebu City located in the following addresses:

1. VSU Manila Office
8 Lourdes Street., Pasay City
Metro Manila, Philippines
Tel. No.: (02) 521 - 2027
(02) 525 - 6849

2. VSU Cebu Office
497-E Molave St., Lahug
Cebu City, Philippines
Tel. No.: (032) 412-9542

Forms for admission can also be downloaded from the VSU website (www.vsu.edu.ph)

- Foreign students who will apply for admission to the VSU Graduate School must submit the following additional requirements:
 1. Two (2) photocopies of transcript of records/scholastic records authenticated by the Philippine Embassy/Consulate in the applicant's country of origin or legal residence. Official copies must bear the original signature and the embossed/stamped seal of the issuing educational institution. The certification on the photocopies must be in original inked signature and seal
 2. Seven (7) original copies of Personal History Statement (PHS) duly accomplished and signed by the applicant in English and in National alphabet, with personal seal (if any), original left and right hand prints. Each PHS copy must be provided with a 2" x 2" most recent original photograph of the applicant.
 3. Three(3) copies of affidavit of support and proof of adequate financial support duly notarized/executed by the financial sponsor to cover expenses for student accommodation and subsistence, school dues and other incidental expenses.

4. Three (3) photocopies of passport pages where name, photo, birth date and birth place appear.

Admission Status

The permit issued to each new or readmitted graduate student to enter the VSU Graduate School shall indicate the student's status as follows:

- *Regular Status.* To be eligible for admission as regular students to the master's degree program, the applicant must have finished a baccalaureate degree with at least a grade point average (GPA) of 2.00 or its equivalent status.

For the doctoral program, regular admission status shall be granted only to applicants who are holders of a master's degree with a GPA of at least 1.75. In exceptional cases, a student with GPA lower than the prescribed weighted average may be admitted to the master's or doctoral degree program on probationary status. In this case, admission depends upon the recommendation of the Graduate Advisory Committee (GAC) or the Department Graduate Admissions Committee (if the GAC is not formed yet), and subsequent approval of the Dean of the Graduate School.

- *Probationary Status.* This applies to graduate students who: 1) have GPA lower than 2.00 and 1.75 for master's and doctoral degree, respectively; 2) have academic deficiencies to be removed or prerequisite courses to be taken; 3) present foreign credentials which must be evaluated at the time of registration.

Graduate students admitted on probationary status must apply for regular status upon compliance of all requirements set for regular status by the Graduate Admissions Committee. A student who fails to change his/her admission status from probationary to regular within one year shall have his/her registration privilege curtailed or entirely withdrawn.

A student on probationary status may be granted regular status upon completion of nine units credited toward a degree program with an average of 2.00 or better for the master's program, or 1.75 or better for the doctoral program; provided further that all the academic deficiencies in his/her chosen major field have been satisfied.

- *Non-degree Status.* This status is limited only to applicants with no intention of pursuing a graduate degree in VSU. A student admitted or readmitted on non-degree status must apply for readmission every school year.

Deferment of Admission

Deferment of admission for a maximum period of one year shall be granted upon written request by the student. Students unable to register within the granted deferment period shall apply for readmission in the following term using the appropriate Graduate School forms.

Readmission

All former students who did not register in the University for more than one year must apply for readmission (with additional credentials if necessary) to the Graduate School. In this context, a student who registered but later dropped all his/her courses shall be considered not to have registered at all.

Applications for readmission must be submitted to the Dean of the Graduate School not later than 8 weeks before registration.

Registration

All students intending to take graduate courses shall register with the Graduate School upon presentation of the letter of admission or readmission. No professor shall allow any student to sit in or audit in his class without a permit from the University Registrar.

Bonafide Student

One is considered a *bonafide* student of the University if he/she is duly enrolled; that is, one who has submitted his/her valid credentials, has attended classes, and has paid his/her fees or made arrangements for payments to the University

Identification Card (ID)

A permanent student identification card is issued to each student at the time of his/her initial enrollment at VSU. This permanent ID is revalidated and countersigned each semester upon enrollment.

Every student is required to always bring along his/her official ID and to present it to any person in authority upon demand. The ID is required for the following:

1. Use of university facilities and services like library, infirmary, guidance services and recreational facilities.
2. Admittance to programs, convocations, lectures, film showings, and others if necessary.

In case of ID loss for the first time, replacement forms may be secured from the University Registrar's Office after compliance of certain procedural requirements. For second and subsequent losses, an affidavit of loss will be required.

Designation of Major Adviser and Graduate Advisory Committee

- a. Every graduate student shall have a major adviser. Upon registration, a faculty member who is recommended by the Head of the Department/Institute where the student belongs, and after being given official approval by the Deans of the College and the Graduate School, shall serve as *ad interim* adviser until the student's Graduate Advisory Committee (GAC) is formed. For special and non-degree students who do not need a GAC, the designated *ad interim* adviser shall continue serving as adviser unless a change is requested by the Department Head and approved by the Deans of the College and the Graduate School.
- b. The Graduate student selects his/her major adviser who shall serve as Chair of his/her GAC. In some cases, a co- adviser may be selected and who automatically becomes a member of the GAC. Within two months after registration, a regular student must choose the members of his/her GAC in consultation with the Department Head and his/her *ad interim* adviser. The Committee shall be composed of at least three

members for master's degree and four members for doctoral degree. At least one member shall represent the minor field. Membership in the GAC shall be limited to members of the Graduate Faculty.

- c. Upon recommendation of the Head of the Department, the College Dean endorses the composition of the GAC to the Dean of the Graduate School. Changes in the GAC composition must be approved by the Deans of the College and the Graduate School.

Qualifying Examination for Doctoral Students

After earning 9 graduate credit units, the student must take an oral qualifying examination to be conducted by his/her GAC. The result of the examination will be the basis for evaluating the student's ability to pursue doctoral study and for determining a suitable plan of course work.

The student should submit the application for the qualifying examination, duly recommended by the Head of the major department to the Dean of the Graduate School not later than one month before the scheduled examination. The details of the qualifying examination shall be left to the discretion of the GAC.

To pass the examination, the student must receive a unanimous vote of the GAC.

If the student fails, a re-examination may be allowed upon unanimous approval of the GAC. Failure in the re-examination will disqualify the student from pursuing doctoral study in that particular major field

The Chair of the GAC shall submit to the Dean of the Graduate School a report of the result of the examination within one week after the examination.

Plan of Course Work

Before the end of his/her first term in VSU, the student in consultation with his/her GAC, shall draft a detailed list of courses to be taken to complete his/her degree. The Plan of Course Work must be in accordance with the requirements of the particular degree program pursued. It must also be endorsed by all the members of the GAC and duly approved by the Dean of Graduate School.

Any change in the Plan of Course Work must be recommended by all the members of the GAC, endorsed by the Department Head, and duly approved by the Dean of the Graduate School.

Courses taken for an earned degree cannot be credited again for another degree, except for ladderized programs.

Minimum Course Requirements

Doctor of Philosophy

No. of Units

Agricultural Education

Major Courses	32
Minor/Cognate	15
Graduate Seminar	1
Dissertation	12
Special Skills*	(6)

Total	60

Animal Science/Entomology/ Horticulture/Plant Pathology

Major Courses	20
Minor/Cognate	12
Graduate Seminar	1
Dissertation	12
Special Skills*	(6)

Total	45

** optional*

Master of Science

Major Courses	21
Minor/Cognate	9
Graduate Seminar	1
Thesis	6

Total	37

**Master of Science in Land Administration
and Management (MSLAM)**

Major Courses	21
Elective	6
Graduate Seminar	1
Master's Thesis	6

Total	34

Master in Education (M.Ed.)

Core Courses	15
Major Courses	18
Minor Courses	9

Total	42

**Master of Land Administration and
Management (MLAM)**

Major Courses	21
Elective	12
Graduate Seminar	1
Special Project	3

Total	37

Master of Agricultural Development

Core Courses	6
Major Courses	24
Minor/Cognate	9
Graduate Seminar	1
Special Problem	2

Total	42

**Diploma in Land Administration and
Management (DLAM)**

Major Courses	18
Graduate Seminar	1

Total	19

Change in Degree Program, Major and Minor/ Cognate Fields

Any request for change in degree program and/or major field must be endorsed by the student's GAC or by the Graduate Admissions Committee (if the GAC is not formed yet) of the department where the student is planning to take his/her new degree program or major field, and duly approved by the Head of the department and the Dean of the Graduate School.

Any change in a student's minor/cognate field(s) must be endorsed by his/her major adviser and the Head of the department where the student plans to take his/her new minor/cognate field(s) and duly approved by the Dean of the Graduate School.

Credit Unit

One unit of graduate credit is equivalent to 16-18 hours of instruction in the form of lecture, lecture-discussion or seminar, or a combination of these forms, within one academic term. Laboratory, field or shop work is credited one unit for every 48-54 hours of instruction per term.

Fees and Payments

A. Application for Admission Fee* Php. 100.00

B. Tuition (per unit) & Lab Fee

a. Regular Programs

M.S/M.Ag.Dev.	Php. 200.00/unit
Ph.D	Php. 250.00/unit
Laboratory Fee	Php. 400.00/lab

b. Distance Education Programs

M.Ag.Dev.

Scheme A (Annual)	Php. 200.00/unit
Scheme B (Semestral)	Php. 300.00/unit

c. Weekend Programs

(minimum of 8 students/class)

M.S	Php. 350.00/unit
Ph.D.	Php. 400.00/unit
Laboratory Fee	Php. 400.00/lab

C. Miscellaneous

Deposit*	Php. 150.00
Library Fee	Php. 120.00/sem
Publication	Php. 100.00/sem
Medical/Dental Fee	Php. 100.00/sem

VSUID*	Php. 100.00
Education Development Fee	Php. 150.00
Facilities Improvement Fee	Php. 100.00
Cultural Fee	Php. 50.00
Entrance Fee	Php. 100.00

D. Other Fees

Residency Fee	Php. 350.00
Thesis/Dissertation/	Php. 350.00
Special Problem Completion**	
Examination Fee (Compre./Final Exam)	
Ph.D	Php. 12,000.00
M.S (with thesis)	Php. 8,000.00
M.Ag.Dev. (without thesis)	Php. 6,000.00

Non-Registration Related Fees

Graduation Fee	Php. 350.00
Diploma Fee	Php. 300.00
Alumni Legacy Fund	Php. 350.00
Fee for change of program or degree	Php. 25.00

NOTE: foreign students will pay twice the amount indicated in each item.

* *for new students only*

** *after having registered 6 units of thesis works for M.S.
students or 12 units of dissertation work for Ph.D students*

A student who is writing his/her thesis/dissertation/special problem manuscript and will no longer use the laboratory facilities of the University as certified in writing by his/her major adviser, will be required to pay only the thesis/dissertation/special problem completion fee.

The rates to be charged for each fee shall be determined by the institution, and subject to change if necessary.

Refund of Fees

A student can claim refund of tuition, library, and laboratory fees according to the following scheme:

- a. Within the first week from the start of class – 75 percent
- b. Within the first month from the start of class – 50 percent
- c. After the first month – none

Penalty for Late Registration

A initial fine of Php 50.00 for the first five days and Php 500.00 after the five day period is charged to students who enroll late and those who do not complete their enrollment on time.

Academic Load

- Full-time graduate students shall be allowed a normal course load of 12 units during the regular semester and 6 units during the summer term.
- After completing at least 12 units of graduate course work, students who can maintain a GPA of 1.5 or better may be allowed to carry a maximum course load of 15 units for graduate credit during the regular semester or 9 units during summer, upon the recommendation of his/her major adviser and approval of the Dean of the Graduate School. Load beyond 15 units may be allowed if the student takes undergraduate background courses not for graduate credit or to satisfy remaining course requirements of not more than 3 units for graduation.
- University staff members on full-time employment may be given the privilege of enrolling not more than 6 units per term.

Advanced or Transfer Credits

An officially enrolled graduate student may apply for advanced or transfer credits for work done in another institution upon;

- Presentation of credentials from another institution showing that the courses passed are equivalent to those offered in university for which credit is being sought and;
- Passing the validating test for courses taken outside VSU to be given by the GAC provided that such courses were taken within the last 3 years prior to admission and the grade is equivalent to 2.0 and 1.75 or better for master's and doctoral students, respectively.

Not more than 6 and 9 units of advanced or transfer credits for course work done toward the master's and doctoral degrees, respectively in another institution shall be granted to a student. However, these courses must have been taken with prior approval of a duly constituted Graduate Advisory Committee and the Dean of the Graduate School. Application for advanced credits shall be filed with the Dean of the Graduate School during the student's first semester of residence.

Change of Matriculation

Changing/Adding of Courses

- Changing and/or adding of courses (after registration fees have been paid shall be made for valid reasons only, and must be approved by the Head of the department where the student pursues his/her major field with the consent of his/her major adviser and the professor(s) concerned.
- A student may add a course within one week after the opening of classes by filling up the appropriate form, and securing the signature of the professor(s) concerned, the recommendation of his/her major adviser and the Department Head. Moreover, he/she must not exceed the maximum load for the semester.

Dropping of Courses

- With the knowledge of the professor in the subject and the consent of the academic/major adviser and the Department Head, a student may drop a course by accomplishing the appropriate application form provided that the reason for dropping is not due to absences. If the

dropping is done after 75 percent of the hours prescribed for the course has lapsed, the professor concerned shall be requested to state on the form whether the student shall be dropped with or without a grade of 5.00 based on his/her class standing in that subject.

- The approved form should be filed with the University Registrar's Office for record purposes. Any student who does not follow this procedure shall be given a grade of 5.00.
- Open University students shall be allowed to drop a course upon submission of the accomplished dropping forms within the first 2 and 5 months for semestral and annual schemes, respectively.

Attendance and Absences

On-campus graduate students are expected to attend lectures and laboratory work regularly. When absences of a student reach 20 percent of the total number of hours required for the course, he/she shall be automatically dropped from the course. If his/her performance in the course is unsatisfactory, he/she shall be given a grade of 5.00.

Time lost by late enrollment shall be considered as time of absences from class.

Leave of Absence

If a student has to temporarily discontinue his/her graduate study, a request for leave of absence noted by the major adviser, must be filed at the Graduate School. The request must state the reason for such leave and specify its duration which must not exceed one year.

Cross Registration

- a. A graduate student in VSU may cross register in another school and obtain credit for the course enrolled provided that said school is a CHED-accredited institution.
- b. A permit for cross registration shall be issued by the University Registrar upon recommendation of the College Dean through the GAC and the Head of the department concerned and approved by the Dean of the Graduate School.
- c. The maximum number of units allowable for cross registration is 6, provided that the

graduate student meets the residency requirement of VSU.

- d. No permit to study in another school will be granted to the graduate student for any subject which he/she failed in VSU.

Thesis/Dissertation, Outline and Manuscript Requirements

- After earning 15 units of graduate courses as prescribed in the approved plan of course work, a student may be allowed to register his/her thesis or dissertation provided that he/she has a GPA of 2.00 or better in all courses taken.
- The thesis/dissertation outline must be reviewed and approved by all members of the GAC and the Department Head before a student can conduct his/her research. Copies of the approved thesis/dissertation outline must be provided to all members of the GAC and submitted to the Dean of the Graduate School. After the student shall have done the actual research, he/she shall prepare thesis/manuscript following the prescribed format.

- After approval of the thesis/dissertation manuscript by all members of the GAC, Department Head and the Dean of the Graduate School, at least 8 copies of it shall be prepared and distributed as follows: one copy each for the student, major adviser, major department, college, Graduate School, University Library, the National Library, and the CHED Regional Office.
- An e-file of the manuscript shall also be submitted to the University Library and the Graduate School.
- Additionally, the doctoral students shall submit a technical paper in publishable form derived from the dissertation to a peer-reviewed or refereed publication duly endorsed by the GAC, a copy of which shall also be submitted to the Graduate School.

Conduct of Thesis/Dissertation Outside the University

Thesis/Dissertation must be done within the University, but may be conducted outside the university under certain circumstances. In such cases, the following guidelines shall be followed:

- The student who wishes to conduct his /her thesis/dissertation in another institution within the Philippines or abroad, must be officially enrolled at VSU during the period when he/she is conducting the research.
- The student must have passed the comprehensive examination.
- The student shall write a **Letter of Intent (LOI)**, duly endorsed by his/her Graduate Advisory Committee (GAC), to the Dean of the Graduate School thru the Director of the International Affairs Office (if the research is conducted abroad) with the following supporting documents:
 - a. Copy of the approval sheet of the approved thesis/dissertation outline.

- b. Copy of the result of the comprehensive examination.
 - c. A Memorandum of Agreement (MOA) between VSU and the agency where the student will work and a copy submitted to the Graduate School, whenever applicable. If not, a Letter of Acceptance by the host scientist/professor duly approved by the head of agency may suffice.
 - d. Proof of availability of financial support and other needed resources.
- The host scientist/professor shall serve as a co-adviser and member of the GAC of the student and shall have the following responsibilities:
 - a. Supervise the student in the conduct of his/her study.
 - b. Be involved in checking the thesis/ dissertation manuscript.
 - c. Be involved in the evaluation of the student's ability to defend his/her thesis/dissertation.

- d. Be involved in the giving of the grade for the thesis/dissertation.
- The adviser of the student at VSU must be notified by the student duly signed by the host scientist/professor of any major change or modification of the proposed study prior to actual implementation.
 - The student must submit a semestral progress report, duly signed by the co-adviser, to his/her adviser at VSU, copy furnished the Dean of the Graduate School and the Director of the International Affairs Office.
 - The thesis/dissertation defense of the student must be conducted at VSU in the presence of all GAC members including the co-adviser. In case the co-adviser cannot come to VSU, other arrangements may be adopted to enable him/her to make a final judgement or evaluation of the student's ability to defend the thesis/dissertation, e.g. video conferencing, written examination, etc.

Special Problem Requirements

- A graduate student pursuing a non-thesis graduate degree program may be allowed to work on a special problem after earning 18 units of graduate courses, provided that he/she has obtained a GPA of 2.00 or better in all courses taken.
- The outline of the special problem must be approved by all members of the GAC and the Department Head, before submission to the Dean of the Graduate School for approval.
- When completed and found to be editorially acceptable as judged by the major adviser, copies of the draft of the special problem manuscript shall be submitted to the members of the GAC for comments and suggestions for improvement.
- After the manuscript has been approved by the GAC and the Department Head, 6 copies of it shall be prepared and submitted to the Graduate School. These will be distributed as follows: one copy each for the student, major adviser, major department, college, VSU Library, and the Graduate School.

Examinations

Comprehensive Examination

The oral comprehensive examination shall be conducted within the university in the presence of all the GAC members. In the event that a GAC member is out of the country or from outside the country and cannot come to VSU, a special arrangement may be adopted for him/her to be able to test the knowledge and competence of the student.

- After satisfying all the course work requirements except the graduate seminar, the doctoral student shall take both a written and oral comprehensive examination, while the master's student shall take only an oral examination. The written and oral examinations shall be given by the GAC and conducted in a way that will test the student's competence in integrating knowledge in all required courses taken.
- To qualify for taking the comprehensive examination, the student must have passed all courses in his/her approved plan of course work and obtained a GPA of 2.00 or better (for master's students) and 1.75 or better (for doctoral students)

in all courses listed under the major and minor/ cognate fields. Grades in courses listed under “others” must be passing.

- To pass the written comprehensive examination, a student should get not lower than 75% of the total points.
- To pass the oral examination, the master’s and doctoral student must receive a unanimous vote from the members of the GAC. If he/she fails, one re-examination may be given to him/her upon unanimous approval of the committee members. This will be held not earlier than one month after the first examination.
- The result of the comprehensive examination shall be submitted to the Graduate School within one week after the examination. If the result of the examination cannot be submitted on time, the GAC Chair must immediately notify the Dean of the Graduate School in writing and state the reason for the delay.
- After the student shall have passed the comprehensive examination, the Dean of the Graduate School will issue him/her a Certificate of Candidacy for the degree being pursued.

Final Examination and Public Dissertation Presentation

- The student shall take a final oral examination to defend his/her thesis or dissertation. The GAC chairman shall act as Chair of the Examining Committee. Additionally, doctoral students shall be required to make a public presentation of his/her dissertation after passing the defense.
- The Examining Committee shall be composed of all members of the GAC and one additional member as Observer who will be designated by the Dean of the Graduate School. The Observer may ask questions but has no voting power. However, he/she shall make a written report to the Dean of the Graduate School about his/her observations and comments on how the examination was conducted.
- Using the prescribed form, the candidate may apply for the final oral examination when his/her thesis/dissertation manuscript is already in a form acceptable to the GAC. The Chair of the GAC will recommend to the Dean of the Graduate School the approval of said application.

The student should be currently enrolled in his/her thesis or dissertation during the scheduled oral examination.

- The candidate must provide each member of the Examining Committee and the Dean of the Graduate School one copy of his/her thesis or dissertation manuscript at least 2 weeks before the examination.
- To pass the final oral examination, the student must receive not more than one dissenting vote from the Examining Committee. A student who fails may apply for re-examination which must be taken not earlier than one month after the first examination. Failure to pass the re-examination will disqualify the student from earning the degree.
- The result of the final oral examination shall be submitted using the prescribed form to the Dean of the Graduate School not later than the working day following the examination. If the examination result cannot be submitted on time, the Examining Committee Chair must notify the Dean of the Graduate School in writing and state the reason for the delay.

- The Dean of the Graduate School shall designate a graduate faculty from the main campus to become a member of the examining committee during the Comprehensive Examinations of the students enrolled in a graduate program of the external campus.

Examination and Grading System

Besides regular class quizzes and tests, two official general examinations are given every term: midterm and final examinations. Schedules of these examinations are indicated in the school calendar and posted on bulletin boards.

Before the examination schedule, students have to obtain an examination permit from the Cashier's Office.

Student may claim copies of their grades at the Office of Dean of the Graduate School or the University Registrar at the end of the term.

Graduate students taking courses for credit shall be graded in accordance with the following system:

Numerical Grade	Letter Grade Equivalent	
1.00	A+	Excellent
1.25	A	Highly Outstanding
1.50	A-	Outstanding
1.75	B+	Very Good
2.00	B	Good
2.25	B-	Very Satisfactory
2.50	C+	Satisfactory
2.75	C	Fair
3.00	C-	Passing
5.00	D+	Failed
INC - Incomplete		
DRP – Dropped		

Dropped – Mark given to a student who withdraws from the subject and/or has incurred absences beyond the allowable limit.

S/U- Satisfactory/Unsatisfactory (for special problem dissertation/thesis in progress). The phrase “In Progress” must be placed under Remarks.

INC- Incomplete mark is given to a student whose class standing is passing but either fails to take the final examination or complete other course requirements due to illness or other valid reasons.

- An Incomplete mark (INC) may be removed either by completing the required work, doing some additional work and/or taking an examination arranged by the professor and the student.
- Regular removal examination for students who failed to take the midterm and final examinations is usually given without paying any fee during the following schedule:
 - a. Within the regular examination period
 - b. Within the validating examination period
- Special removal examination may be taken any time upon approval of the Dean concerned and payment of required fee per subject.
- Removal of INC must be done within one year after taking the course by complying with all the course requirements. If the student cannot remove the INC within the time limit, he/she has to re-enroll the course.

- Duly registered non-degree students shall be given a grade of “P” (Pass) or “F” (Fail) in the subjects they took, but shall not earn any credit unit.
- A thesis/dissertation/special problem which is still in progress or in the process of completion shall be marked “S” if the major adviser deems the work satisfactory, or “U” if unsatisfactory. Once completed, it shall be given a numerical grade by the major adviser after consultation with other members of the GAC.

Residency Requirement and Time Limit

- The student is considered in residence when he/she is registered in courses other than thesis/dissertation/special problem on campus.
- Master’s degree students are required a minimum of two semesters of residence, and four semesters for doctoral degree students.
- For the on-campus program, the student shall be allowed no more than 5 school years from the start of graduate work to complete all the requirements for the master’s degree, and not

more than 7 school year for the off-campus master's degree and for the doctoral degree. Master's students under Graduate Assistantship contracts, and VSU faculty and staff who are only allowed 3-6 units per semester shall likewise be allowed 7 years to complete the degree. For the Open University, the student should not exceed 7 school years to complete the master's degree.

- The time limit will not include the period when the student is on approved leave of absence as long as the total period does not exceed 2 years. However, if the time limit is exceeded, the student will be required to take two additional courses as per recommendation of the GAC and approval by the Dean of Graduate School in order for him/her to qualify for a graduate degree. The grace period shall not exceed 2 years.

Graduation Requirements

- To graduate with a degree, a student must complete all academic requirements as prescribed in his/her approved plan of course work, and graduation requirements on or before the deadline set by the University.

- All graduating students are required to apply for evaluation of their records during the semester preceding their graduation. After evaluation of his/her records, he/she must apply for graduation using the standard form and within the set deadline.
- Candidates for graduation must accomplish their clearance before the final examinations of the current semester.
- If graduation requirements cannot be completed on the deadline, the student must register for completion during the succeeding term and re-apply for graduation in order to be considered a candidate for graduation during that term.

Graduation *in Absentia*

- All graduating students are required to attend the commencement exercises
- Graduating students who fail to attend the commencement exercises due to illness or other valid reasons may request the Dean of the

Graduate School for graduation *in absentia*.

- If the reason for the absence in the graduation exercises is not valid, the diploma of the student will be withheld until such time that he/she is able to attend the commencement program.

Honorable Dismissal

A graduate student in good standing who desires to sever his/her connections with the University shall present a written request for honorable dismissal for approval by the Dean of the Graduate School.

The student must settle all indebtedness and secure a clearance from the University before he/she is issued a Certificate of Honorable Dismissal.

Transcript of Academic Records

The transcript of academic records shall be issued by the Office of the University Registrar only after submission of duly accomplished application and clearance forms.

GENERAL INFORMATION

Aside from the Graduate School and Open University, VSU is also composed of 8 colleges in the main campus and 4 satellite campuses. A number of research centers, institutes and research laboratories are also present which support instruction, under certain conditions.

The Eight Colleges in the Main Campus and their Respective Departments/Institutes

College of Agriculture and Food Science

Department of Agricultural Education and
Extension

Department of Agronomy

Department of Animal Science

Department of Development
Communication

Department of Economics

Department of Horticulture

Department of Pest Management

Department of Plant Breeding and Genetics

Department of Soil Science

Department of Food Science and
Technology

College of Management and Economics

Department of Business Management
Department of Economics
Department of Consumer and Hospitality
Management
Institute of Strategic Research and
Development Studies

College of Forestry and Environmental Science

Department of Forest Science
Institute of Tropical Ecology and
Environmental Management

College of Veterinary Medicine

Department of Veterinary Basic Sciences
Department of Veterinary Para-Clinical
Sciences
Department of Veterinary Clinical Sciences

College of Engineering

Department of Geodetic Engineering
Department of Agricultural Engineering
Department of Computer Science and
Technology

Department of Civil Engineering
Department of Mechanical Engineering

College of Arts and Sciences

Department of Biological Sciences
Department of Liberal Arts and Behavioral
Sciences
Department of Mathematics, Physics and
Statistics
Department of Pure and Applied
Chemistry

College of Education

Department of Teacher Education
Institute of Human Kinetics
VSU Laboratory High School

College of Nursing

The Four Satellite Campuses are as follows:

VSU- Tolosa Campus
VSU- Villaba Campus
VSU- Alangalang Campus
VSU- Isabel Campus

Research and Training Centers/ Institutes

Philippine Root Crop Research and Training
Center (PhilRootcrops)
National Coconut Research Center-Visayas
(NCRC-Visayas)
National Abaca Research Center (NARC)
Ecological Farm and Resource
Management Institute (e-FARMI)
Tuklas Lunas Development Center
Renewable Energy Research Center

Research Laboratories

Central Analytical Services Laboratory
Plant Disease Diagnostic Laboratory
Soil Research, Testing and Plant Analysis
Laboratory
Nutrition Laboratory
Marine Laboratory
GIS Laboratory

SCHOLARSHIP AND FINANCIAL ASSISTANCE

- Any graduate student who maintains a GPA of “1.25” or better, with a study load of not less than nine (9) units per semester or six (6) units in summer, is exempted from paying tuition fees during the succeeding term he/she registers.
- Available scholarships are those sponsored by the Department of Agriculture - Bureau of Agricultural Research (DA-BAR), Department of Agriculture-Agricultural Training Institute (DA-ATI) Scholarship Program for the Revitalization of Extension for Agricultural Development (SPREAD), Commission on Higher Education-Fund for Assistance to Private Education (CHED-FAPE) Graduate Scholarship Program, Commission on Higher Education Higher Education Development Program-Faculty Development Program (CHED HEDP-FDP), Department of Science and Technology - Accelerated Science & Technology Human Resource Development Program - National Science Consortium (DOST-ASTHRD-NSC) and Deutsche Gesellschaft für Internationale Zusammenarbeit GIZ.

A graduate student can avail any of these scholarships by applying directly to the agencies concerned.

- Graduate research/teaching assistantship are available to graduate students with regular admission status at the different departments offering graduate degree programs. Graduate assistantship carry a stipend of Php. 4,000.00 per month for both master's and doctoral students as well as free tuition and a thesis/dissertation support of Php. 10,000.00.
- Free tuition fees may be enjoyed by legitimate unmarried children not over 21 years old and spouses of VSU staff. The applicant's birth certificate for children or marriage contract for spouses and the employee's certificate of employment are required to support the application.

AUXILIARY SERVICES

A. UNIVERSITY STUDENT SERVICES OFFICE

The University Student Services Office (USSO) of the Main campus and the Office of Student Affairs (OSA) at the satellite campuses help the University in achieving one of its main educational objectives - that of forming the person into a whole, useful, development-oriented, patriotic, and peace-loving individual. It serves as link between the administration and the student body as well as provides guidance on matters concerning student life, activities and discipline. The USSO/OSA also assists in the placement of graduates.

General Objectives:

1. To help students in adjusting to their new environment through guidance and counseling services.
2. To provide opportunities for students to become responsible leaders and citizens by encouraging worthwhile co-curricular activities.

3. To provide the economically poor but deserving students in the region greater access to educational opportunities at VSU through scholarships and grants-in-aid.

Services Offered

1. Guidance Services

a. Counseling

University life entails a lot of difficulty adjustments for students. However, it can be made easy at VSU through its guidance and counseling services where a number of Guidance Counselors are available to serve them and attend to their personal, social, financial and academic needs.

b. Testing

This service is intended to measure students' ability, achievement and/or characteristics that may be useful as bases for students in making decisions in areas admission readmission, choice of course, job placement, etc.

c. Development Programs

The Guidance Services is also designed to assist students in coping with adjustment problems caused by transition periods in various levels through:

- Orientation Program
- Career Guidance Seminar
- Leadership / Team building Trainings
- Job Seeking Seminar
- Other Student Development Programs

2. Student Welfare Services

Very affordable housing facilities within the campus are provided for students. The Banahaw and Kanlaon Dormitories are available for occupancy by graduates students.

B. UNIVERSITY LIBRARY

As the information resource center, the library provides the information needs of students, faculty and staff.

Service Hours

Monday-Friday

7:00 A.M. - 6:00 P.M. (No noon break)

Saturday

8:00 A.M. - 4:00 P.M. (No noon break)

During Vacations/School Breaks

Monday - Friday

8:00 A.M. - 5:00 P.M. (No noon break)

Information Resources

The VSU library provides the basic and currently important materials and other resources in all subjects covered by the University curricular offerings.

Books

Periodicals/Serials

Undergraduate Theses

Graduate Theses and Dissertations

CD-ROMS (Compact Disk-Ready Only Memory)

Microforms

Vertical File Materials

Audio-Visual Materials

Services

Library Orientation Programs - These are conducted with a tour of the different library sections and its physical arrangements.

Books Display - New books are displayed for about a month for the users to browse through before these can be loaned out.

Periodical Index - Much of the information available in the library are in the form of articles in periodicals, government publication and other reports and bulletins; thus, periodicals indices are constantly updated and provided for easy access by users.

Photocopying - Machines for this purpose are available at the library lobby

Reference and Information Service - Through this service, users will know how and where to locate their information needs.

Circulation - Charging and discharging of books are done in this section including Filipiniana and Reserve Sections.

CD-ROM Literature Research - Retrieving of literature is done through a computer using the electronic library called “TEEAL”.

Audio-Visual Viewing - Materials can be viewed in groups using the library’s audio-visual facilities.

Current Awareness and Bulletin Board Display - Lists of newly acquired materials are periodically sent to the Departments of the different Colleges in the University. Displays in bulletin boards are regularly updated to suit various monthly occasions/celebrations including tables of contents of newly acquired local and foreign journals.

On-line Public Access Catalog (OPAC) - An online access of information resources using the Library’s database “SLIMS” (Sci Net Integrated Library Management System) will help users find out/search for the right materials for the right topics using a computer instead of the traditional Card Catalog.

Vertical File Materials - These include clippings, pamphlets, brochures, booklets which are arranged in alphabetical order by subjects.

Philippine Root Crop Information Service - This is where information about root crops are availed of.

Publications

The University library issues biannually the New Acquisitions List which contains titles of newly added collections.

Rules on the Use of the Library

Library users should know that all books, periodicals and other audio-visual or non-print materials are properties of the Visayas State University and, therefore, should not be taken out from the library unless authorized or with proper permission from the library personnel concerned. Likewise, library materials should be handled with care; should not be clipped, marked or mutilated. Anyone caught committing any of these acts shall be suspended/disallowed to use library facilities for 1 week or more depending upon the gravity of the offense.

Complete information on these rules, regulations and sanctions related to the use of library facilities are contained in the Library Manual available at the University Library.

c. UNIVERSITY INFIRMARY

The VSU Infirmary of the Main campus provides medical, dental and laboratory services to the VSU populace and the people of the neighboring barangays. It is manned by medical officers, a dentist, nurses, a medical technologist, nursing attendants, and a dental aide.

Services Rendered

1. Medical Services

These are available daily on the following clinic hours:

Monday - Friday

8:00 a.m. - 12:00 noon

1:00 p.m. - 5:00 p.m

Emergency cases will be attended to during off clinic hours, Saturdays, Sundays and Holidays.

The following services are provided by the University Infirmary:

1. Annual medical examination of students and school personnel
2. Follow-up cases found with physical defects on medical examination
3. Medical out-patient consultation and treatment
4. Hospitalization of those who need bedside care
5. Conduct of laboratory tests and make referrals for those who need higher level health care facilities
6. Maternal and child health care
7. Immunization of the populace against common communicable diseases
8. Medical counseling

2. Laboratory Services

The Infirmary performs clinical laboratory procedures such as X-ray, urinalysis, complete blood count, fecalysis, hematocrit or hemoglobin test and others.

3. Dental Services

1. Dental Examination of all freshmen and transferees
2. Dental consultation and treatment
3. Dental counseling
4. Referring those who need further dental evaluation and treatment to physicians, specialists, hospitals, clinic or laboratories

Student Privileges

1. Free medical and dental consultation and initial dose of available oral medicines.
2. Use of the University ambulance free of charge up to 20 kilometers only.
3. Twenty percent (20%) discount on any laboratory examination upon request of the university physician and 50% for any dental treatment.

OFFICE OF THE PRESIDENT

President	-	Dr. Jose L. Bacusmo
Vice Pres. for Instruction	-	Dr. Edgardo E. Tulin
Vice Pres. for Admin. & Finance	-	Dr. Roberto C. Guarte
Vice Pres. for Planning, Resource Generation and External Affairs	-	Dr. Victor B. Asio
Vice Pres. for Research and Extension	-	Dr. Othello B. Capuno
University Secretary	-	Prof. Daniel M. Tudtud, Jr.
Executive Officer	-	Prof. Alan B. Loreto

COLLEGE DEANS

Dean, VSU-Isabel	-	Dr. Edwin A. Balbarino
Dean, VSU-Alangalang	-	Dr. Marichu M. Padayao
Dean, VSU-Villaba	-	Dr. Gavino E. Romero, Jr.
Dean, VSU-Tolosa	-	Dr. Lourdes B. Cano
Dean, Graduate School	-	Dr. Beatriz S. Belonias
Dean, College of Agriculture and Food Science	-	Dr. Antonia Cecilia Y. Sandoval
Dean, College of Arts and Sciences	-	Dr. Remberto A. Patindol
Dean, College of Education	-	Dr. Lijueraj J. Cuadra
College of Engineering	-	Dr. Roberto C. Guarte
Dean, College of Forestry and Environmental Science	-	Dr. Dennis P. Peque
Dean, College of Management and Economics	-	Dr. Antonio P. Abamo
Dean, College of Nursing	-	Ms. Janet Alexis A. De los Santos
Dean, College of Vet. Medicine	-	Dr. Eugene B. Lañada

GRADUATE SCHOOL STAFF

Dr. Beatriz S. Belonias

Dean

Dr. Lorina A. Galvez

Graduate School Secretary

Ms. Heide S. Lasquites

Education Research Assistant

Mr. Dioress Vincen T. Arayan

Education Research Assistant

Ms. Cecil Joy Y. Duatin

Administrative Aide VI

Mr. Veronico B. Almeroda

Administrative Aide III

OPEN UNIVERSITY STAFF

Dr. Editha G. Cagasan

Head

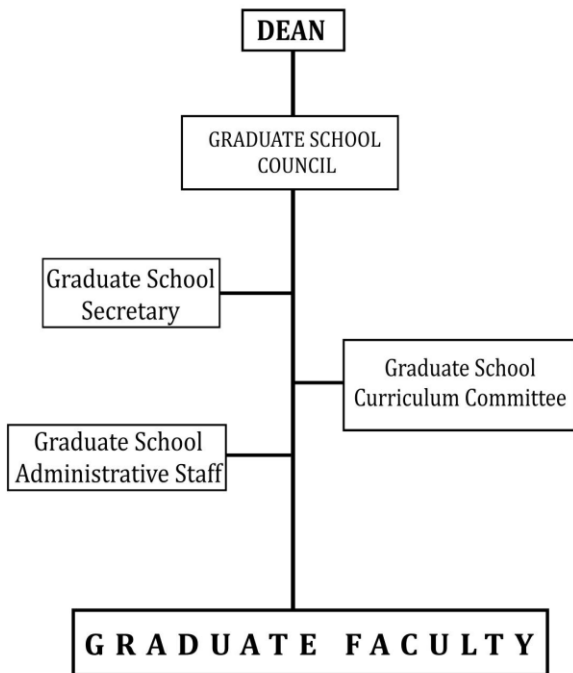
Ms. Nicolasa N. Florentino

Education Research Assistant

Mr. Toni Marc L. Dargantes

Systems Administrator

GRADUATE SCHOOL ORGANIZATIONAL STRUCTURE





NOTES

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VSU Hymn

*Within my heart throbs a melody;
For a dear University;
With fruitful fields and verdant lawns;
With gorgeous sunsets and beautiful dawns;
A school with a noble mission;
From whose portals have issued;
Countless leaders of the nation.*

Chorus

*Visayas State University;
To you we'll all be true
Our loyalty to you we pledge;
As the many years come and go
Our dearest VSU;
To you we'll always be
Your faithful sons and daughters;
Visayas State University.*

*We may go roaming far and wide;
Throughout the breadth of land
But still we'll hold and esteem with pride;
Our lovely school in its outstanding strides;
Beloved Visayas State U;
Mem'ries of you shall remain
As we sing this sweet refrain.*

Chorus

*Your faithful sons and daughters
Visayas State University*



VISION

The premier university of science and technology in the Visayas.

MISSION

Provide excellent instruction, conduct relevant research and foster community engagement that produce highly competent graduates necessary for the development of the country.

**For more information
please contact:**

The Dean

Graduate School
Visayas State University
Visca, Baybay City, Leyte

Email: gs@vsu.edu.ph
Visit us at www.vsu.edu.ph