

4th Board of Regents Meeting

09 April 2002

LNU Conference Room

Tacloban City, Leyte

AGENDA

4th BOARD OF REGENTS MEETING

09 April 2002

LNU, Tacloban City

Revised Guidelines on the Establishment and
Operation of the LSU Student Handbook

Proposed Motion for Composition of the
University Academic Senate and to Create
College Academic Councils

Administrative Matters

LSU Budget for 2002

Proposed Review Fee for the Different Review
Classes to be Offered

Proposal to Collect P2,400 per Student per
Semester for the NSF at LSU

Use of Space

a. Main Campus

b. External Campus

Proposal to Increase Lodging Rates at LSU
Main Office

Academic Matters

Proposal to Change Flat Rate Tuition Fees for
the BS Computer Science

Re-employment of Dr. Edgardo Tolia in LSU
Main Campus

Change of Employment Status of Mr. Rommel
Sarmiento

Approval of NSF and FJ Standby Results

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4th Board of Regents Meeting

09 April 2002

LNU Conference Room

Tacloban City, Leyte

Present:

Hon. Ester A. Garcia Chairperson, CHED Chairman
Hon. Paciencia P. Milan President, Leyte State University Vice Chairman
Hon. René L. Cayetano <i>Represented by Regent Edwin C. Codilla</i> Chairman, Senate Committee on Education, Arts & Culture Senate of the Philippines Member
Hon. Harlin Cast. Abayon <i>Represented by Regent Rolet M. Palacio</i> Chairman, House Committee on Higher and Technical Education House of Representatives Member
Regent Leo P. Cañeda Regional Executive Director Department of Agriculture Regional Office VIII Member
Regent Buenaventura C. Go-Soco Jr. Regional Executive Director NEDA Regional Office VIII Member
Regent Guindolino R. Gerona President, ViSCA Alumni Association Member
Regent Jeffrey Lloyd L. Cagande President, ViSCA College Supreme Student Council Member
Regent Perla M. Tan President, ViSCA Faculty Association Member
Regent Jose V. Mazo Private Sector Representative Member
Regent Rebecca V. Barbusa Private Sector Representative Member
Prof. Daniel M. Tudtud, Jr. Board Secretary Board Secretary

I. ROLL CALL

Dr. Ester A. Garcia, Chairperson of the Leyte State University (LSU) Board of Regents inquired from Prof. Daniel M. Tudit, Jr., the Board Secretary, if there was a quorum of members present. The Board Secretary reported to the Chairperson Garcia that all members of the Board of Regents were present.

II. CALL TO ORDER

Chairperson Ester A. Garcia called the meeting to order at 11:45 a.m. to start the 4th Board of Regents meeting of the Leyte State University.

III. ADOPTION OF THE PROPOSED AGENDA

Chairperson Garcia requested the members of the Board of Regents to go over the agenda and indicate if there were any additional items to be added to the proposed agenda.

After ascertaining that there were no other items to be calendared for the 4th BOR Meeting, President Milan requested for a motion to approve the modified agenda. Regent Guindolino R. Gerona then moved for the approval of the agenda as presented. Regent Jose V. Mazo seconded the motion.

Hearing no objections, Chairperson Garcia declared the Agenda **APPROVED.**

IV. READING AND APPROVAL OF THE MINUTES OF THE PREVIOUS MEETING

Chairperson Ester A. Garcia requested the members of the Board to look at the minutes of 3rd BOR meeting presented in Tab A, for confirmation. The following corrections were made:

- a) page 8, line 21 – add "... difficult to replicate ***or tamper***";
- b) page 23, line 10 – replace title of "Chairperson" with "***Dr.***"; and

c) page 31, line 12 – change to “... May **2003**”;

After ascertaining that there were no other corrections, Chairperson Garcia requested for a motion for the approval of the Minutes of the 3rd Board of Regents meeting. Regent Rolet M. Palacio moved for the approval of the Minutes as corrected. Regent Rebecca V. Barbusa seconded the motion. The LSU Board of Regents passed

BOR RESOLUTION NO. 32, s. 2002

Approving the Minutes of the 3rd LSU Board of Regents meeting dated 08 February 2002 held at the Leyte Normal University Conference Hall, Tacloban City, Leyte from 9:57 a.m. to 2:50 p.m. as corrected.

V. MATTERS ARISING FROM THE APPROVED MINUTES

A. National Power Corporation (NPC) Projects

Chairperson Ester A. Garcia inquired what has happened to the power projects of the National Power Corporation. President Paciencia P. Milan replied that there has been no official word yet from NPC Central Office about the Leyte-Mindanao Interconnection Project (LMIP). There were initial feedbacks that the NPC national office was not in favor of the proposed route. As for the Leyte-Bohol Interconnection Project (LBIP), there had been consultations outside the University but the LSU administration and constituents have not been consulted about it.

Student Regent Jeffrey Lloyd L. Cagande inquired what will now happen to BOR Resolution No. 41, s. 2001. President Milan replied that the ROW for the LMIP stands and it is up to the NPC to accept or reject the BOR-approved ROW.

Regent Perla M. Tan likewise notified the body that the Faculty Association was in the process of having a resolution signed for the purpose of recalling BOR Resolution No. 41, s. 2001. The students and

the alumni were also in the process of filing separate resolutions for the recall of BOR Resolution No. 41, s. 2001.

Chairperson Ester A. Garcia replied that these resolutions have to be submitted to the Board so that the Board can vote on the issue again.

B. Proposed Guidelines for R&D Project Implementation

Regent Jose V. Mazo inquired from President Milan what action(s) the administration has/have been undertaken in line with the research workload of administrators. Regent Mazo referred everybody to lines 9 to 13 of Page 17 of the Minutes.

President Paciencia P. Milan informed the Board that the Vice President for Research and Extension is now trying to determine what percentage of their workload is concentrated on administration, research and instruction. This is because most of the administrators are also teaching and conducting research. Nevertheless, President Milan promised to update the BOR members on this matter.

C. Rescission of MOA between LSU and VEFI on the Lease of the Coconut Project

President Paciencia P. Milan informed the Board that there have been problems with the MOA since the main provisions of the MOA were not complied with. First, the Project was not used as an on-the-job training facility or as an instructional/research facility. Second, the income derived from the Project was used to pay for the overtime services of the Center staff.

President Milan also informed the Board that the Office of the University President has set a tentative date for a meeting with the VEFI Board of Directors for the purpose of explaining to them the reasons for the rescission of the MOA per instruction of the Board of Regents.

Chairperson Garcia reiterated that the concerned party has to be notified and given a chance to explain their side before the Board of Regents makes a final decision on the matter.

D. Sabbatical Leave of Dr. Nerelito Pascual and Dr. Antonio Acedo

Trustee Perla M. Tan queried on the wording of the rationale for the sabbatical leave of absence of Dr. Antonio Acedo.

Chairperson Garcia pointed out that the rationale is clearly indicated in lines 17 to 20 on page 31. In view of this, Chairperson Garcia suggested that lines 14 to 16 of page 31 be deleted instead.

VI. PRESIDENT'S REPORT

President Paciencia P. Milan provided all members of the Board of Regents a copy of the President's Activities for the months of February and March 2002. President Milan proceeded to mention the main highlight as follows:

- (1) A workshop on "Sustainable Development, Natural Fibers Modern Technology, Subsistence and Biodiversity Improvement Projects in the Philippines" which was conducted last 11-22 March 2002 at the LSU Main Campus. There were 27 members of the international press who came over to LSU for the following reasons: (a) to look at the natural resource management project that LSU has conducted; (b) to highlight the environmental rehabilitation program of LSU; and (c) to determine whether some parts in the manufacture of automobile can be replaced with natural fibers like abaca. The workshop was a success and LSU is hopeful that another visit will be forthcoming to finalize the tie-up between LSU and DaimlerChrysler.

VII. CALENDAR OF BUSINESS

A. Unfinished Business

1. Revised Guidelines on the Establishment and Operations of the LSU Student Handbook

President Paciencia P. Milan informed the members of the Board that the requested definitions have now been incorporated and that some sections were removed. This is now the final version of the handbook.

Chairperson Ester A. Garcia explained to the body that the Handbook is presented for confirmation after the requested improvements have been incorporated. Chairperson Garcia inquired from President Milan if the students have been consulted on this.

President Milan replied that during the incumbency of Mr. Rheeno Victor Nayre, the past Student Regent, the guidelines were presented to the students. As a matter of fact, Mr. Nayre suggested a number of changes to the guidelines.

2. Proposal to Modify the Composition of the University Academic Council and to Create College Academic Councils for LSU

President Paciencia P. Milan informed the members of the Board that during the last meeting, the Board requested the LSU President to present the faculty profile per college including the external campuses. President Milan directed the body to look at the tables presented in Tab D.

President Milan explained that for the Main Campus, there will be four (4) College Academic Councils with a total membership of 209 faculty members holding ranks of Assistant Professor (55), Associate Professor (87), and Professor (67).

On the other hand, for the four (4) external campuses, there are only 36 faculty members out of a total faculty population of 109 who hold ranks of Assistant Professor (34) and Associate Professor (2). The Alangalang Campus has 13 faculty members holding Assistant Professor positions and only one (1) holding Associate Professor position. The Isabel Campus has 12 faculty members holding Assistant Professor positions. The Villaba Campus has 9 faculty members holding Assistant Professor positions and only one (1) holding Associate Professor position. The Tolosa Campus has no faculty holding positions of Assistant Professor or higher.

Regent Tan voiced her observation that the composition of the University Council will really be much fewer if only the dean and three other highest-ranking faculty members will be included.

President Milan was in agreement with this observation and indicated that the number of members in the University Council will be reduced to a maximum of only 83 members broken down as follows: Main Campus – 67 members with the rank of Professor; External Campuses – 16 members, with each campus represented by the Dean and 3 other highest ranking faculty members.

Chairperson Garcia commented that there should be a statement that clarifies the composition of the representation from the external campuses. Chairperson Garcia suggested the following: "All faculty members with the rank of Professor, the University Registrar, and all the College Deans of the University shall compose the University Academic Council **provided that** for the external campuses, in the absence of faculty members with such ranks, each campus will be allowed 3 representatives with the highest ranks for membership in the University Academic Council and **provided further that** until such

time that the external campuses shall have met the required rank for regular membership, their representation shall not exceed three. The University President shall be the presiding officer while the University Secretary shall be the secretary of the council”.

Chairperson Garcia further commented that the external campuses have very few faculty members. Thus, their respective College Academic Councils should probably include all teaching faculty regardless of rank. Chairperson Garcia shared that when the University of the Philippines was young, all faculty members were included in the Academic Council. It was only much later that the membership in the University Academic Council became more exclusive.

After all questions were answered, Chairperson Garcia declared the proposal approved. The Board of Regents passed

Board Resolution No. 34, s. 2002

Approving the Proposal to modify the composition of the University Academic Council and to create College Academic Councils for LSU.

B. New Business

1. Administrative Matters

a. *LSU Budget for 2003*

President Paciencia P. Milan informed the body that the University is in need of funds for repair and renovation especially in the external campuses. President Milan also stressed the need to start replacing the asbestos roofing of some faculty houses as well as that portion of the potable water piping system using asbestos material. President Milan also emphasized that there is a need to have a bigger

budget in order to be able to provide the needed counterpart funds for the AFMA projects which require an institutional counterpart.

Chairperson Ester A. Garcia commented that there is a need to prioritize the utilization of scarce resources. Chairperson Garcia narrated that the gist of the talk she had with Secretary Emilia Boncodin and Cong. Imee Marcos was that the budget for 2003 will exactly be the same for 2002 based on the GAA that has been approved. Furthermore, only by having a strong research program will the University be able to attract scarce resources.

Chairperson Garcia requested for a motion to approve the proposed 2003 Budget. Regent Edwin C. Codilla moved for the approval of the LSU Budget for 2003 as proposed. Regent Rebecca V. Barbusa seconded the motion. The Board of Regents passed

Board Resolution No. 33, s. 2002

Approving the proposed Leyte State University Budget for 2003 as proposed and endorsing said budget to the Commission on Higher Education and the Department of Budget and Management.

b. Proposed Review Fee for the Different Review Classes to be Offered

President Paciencia P. Milan informed the body that the University Review Center will be conducting review classes for Teachers, Veterinary Medicine, Forestry, and Agriculture. The fee for the Teacher's Review has been increased by P500.00 while there is no increase in the review fees for Veterinary Medicine and Forestry. The fee for the Agriculture Review is totally new since this is the first time it is being conducted.

Regent Guindolino R. Gerona inquired why the review fee for Agriculture and the Teachers are not the same. To this inquiry, President Milan replied that the Review for Teachers is only 3 weeks

while that of Agriculture is 11 weeks. The Agricultural Review is longer because there are 8 subjects to be tackled.

Regent Jose V. Mazo inquired whether the P250.00 per hour rate is legal. President Milan replied that this is the COA approved rate per hour.

After all queries were answered, Chairperson Garcia requested for a motion to approve the proposal. Regent Jose V. Mazo moved for the approval of the proposal. Regent Rolet M. Palacio seconded the motion. The Board of Regents passed

Board Resolution No. 35, s. 2002

Approving the proposed Review Fees for the Different Review Classes to be Offered by the LSU Review Center (subject to periodic assessment) and Administration is given a free hand to increase the honorarium of the Review Coordinator up to P2,000.00/review ONLY.

1. Review fee for the different review classes to be offered:
 - a. Board of Agriculture Licensure Exam P 4,000.00/person
 - b. Forester's Board Exam 3,500.00/person
 - c. Veterinary Medicine Board Exam 4,000.00/person
 - d. Licensure for Education Teacher 2,500.00/person
2. Honorarium for reviewer P 250.00/hour
3. Honorarium for coordinator 1,000.00-2,000 per review
- c. *Proposal to Collect P200.00 per student per semester for the National Service Training Program (NSTP) at Leyte State University.*

President Paciencia P. Milan informed the body that beginning this coming first semester, the University will be implementing the National Service Training Program (NSTP) in fulfillment of Republic Act 9163. The Department Head of the LSU-NSTP unit, Engr. Manolo B. Loreto, Jr., has requested that the fee levied to students be increased to be able to pay for the honorarium of the teachers as well as for the needed supplies and materials.

Regent Perla M. Tan, however, pointed out that there is a provision of R.A. 9311 that limits the fee to be levied for NSTP to be "not more than 50% of the current per unit fee of the University." Given this limitation, the maximum amount to be levied will be P180.00 and not P200.00 as requested.

Chairperson Garcia was of the same opinion. Regent Jose V. Mazo moved for the approval of the proposal as modified. Regent Rebecca V. Barbusa seconded the motion. The Board of Regents passed

Board Resolution No. 36, s. 2002

Approving the proposal to Collect P180.00 per student per semester for the National Service Training Program (NSTP) as modified.

d. *Use of Income*

President Paciencia P. Milan presented to the members of the Board of Regents the proposed use of Income of the different campuses of the Leyte State University. President Milan clarified that for the main campus, the tuition fees indicated covers only the months of January and February 2002.

Regent Perla M. Tan inquired about the renovation of the PhilRootcrops Analytical Laboratory as reflected in the "Remarks" on page 3 of the request for Use of Income from the Main Campus. Regent Tan queried on why the Center is still asking for GAA funds when the dollar account has also been programmed for this repair.

President Milan replied that the Center has four (4) laboratories to be refurbished and the upgrading of the Analytical Lab was not included in the original repair program using the dollar deposit.

However, the Center should first try to determine whether it can fix the Analytical Laboratory with part of the dollar deposit.

At this point, Regent Guindolino R. Gerona inquired whether it would be possible to insert a small amount from the income for the purchase of more books for the LSU Library. President Milan replied that so far, P200,000.00 has been added to the budget of the library for the purchase of books. P50,000 came from GAA, and the remaining P150,000 was from each of the Centers of Excellence.

Chairperson Garcia commented that some amount of money should be utilized for Internet subscription, CD ROMs, and other alternative modes of acquiring information. President Milan informed the body that the Bureau of Agricultural Research (BAR) has paid for the initial subscription of The Essential Electronic Agricultural Library (TEEAL) in the amount of \$6,000. The University will be updating this in the near future.

Chairperson Garcia suggested that the University subscribe to Current Contents to be able to access new materials like journals and books on the internet. Chairperson Garcia also suggested that the University contact Mrs. Lourdes David, Librarian of Ateneo University, for the costing of the different media.

After due deliberation on the request of the other campuses, Regent Jose V. Mazo moved for the approval of the proposal as presented. Regent Edwin C. Codilla seconded the motion. The Board of Regents passed

Board Resolution No. 37, s. 2002

Approving the proposed Use of Income of the LSU Main Campus as presented PROVIDED THAT the dollar deposit be utilized first for the repair of the Analytical Laboratory before any GAA funds are utilized for this purpose.

Board Resolution No. 38, s. 2002

Approving the proposed Use of Income of the LSU External Campuses as presented.

e. Proposal to Increase Lodging Rates at LSU-Manila Office

President Paciencia P. Milan presented to the body the request of Ms. Delia L. Silao to increase the lodging rate for the LSU-Manila Office. This was based on a study conducted by the Administrative Officer that the income derived from lodging at the University's lodging facilities are not enough to cover for the payment of the utilities and the maintenance.

President Milan indicated that the rate for students has not been increased. However, the lodging rate for staff has been increased by P20.00 from P80.00 to P100.00 per day. For non-working dependents of LSU staff, the new rate is P70.00 while for working dependents, the new rate is P100.00, the same as that charged to LSU staff. For the LSU non-staff, the rate has been increased by P50.00 from P100.00 to P150.00.

President Milan also informed the body that the members of the Board of Regents and their dependents will be covered by the same rates applicable to that of LSU faculty and their dependents.

Chairperson Garcia indicated that LSU personnel and their dependents seeking to lodge at the Manila Office lodging house be given priority over the non-LSU occupants.

After some more deliberation, Regent Jose V. Mazo moved for the approval of the proposal as presented. Regent Jeffrey Lloyd L. Cagande seconded the motion. The Board of Regents passed

Board Resolution No. 39, s. 2002

Approving the proposed Increase in the Daily Lodging Rates of the LSU Manila Office PROVIDED THAT LSU personnel and their dependents shall be given priority over the non-LSU lodgers and PROVIDED FURTHER THAT the members of the Board of Regents and their dependents be accorded the same privileges as that of LSU personnel.

Approved New Lodging Rate for the ff:

LSU Students	P 50.00
LSU staff	100.00
Non-working dependents of LSU staff	70.00
Working dependents of LSU staff	100.00
Non-LSU staff/other persons (including relatives)	150.00

B. Academic Matters

1. Proposal to Charge Flat Rate Tuition Fee for the B.S. Computer Science

President Paciencia P. Milan informed the members of the Board that there is a need to charge a higher tuition fee for the B.S. Computer Science due to the hardware and software component requirements of the course. The proposed B.S Computer Science students will have a computer to student ratio of 1:1.

Regent Perla M. Tan opined that a flat rate tuition fee will place working and part-time students at a disadvantage. Regent Tan emphasized that with the University's mandate for rural development, it will be necessary to provide access to working students who work and at the same time earn a degree.

President Milan replied that the B.S. Computer Science has an entrance requirement, the passing of a screening examination such that only full-time students are accepted into the program for the moment. All University students will be provided with a basic computer literacy course as mandated by CHED separate from this degree program.

Regent Tan expressed her apprehension about the charging of a flat-rate tuition fee as this would disadvantage students who might fail in certain subjects. Regent Tan emphasized that the computation of the tuition fee should be on a per unit basis.

Chairperson Ester A. Garcia was in agreement with the position of Regent Tan that the computation of the tuition should be on a per unit basis.

Regent Jose V. Mazo commented that if the number of units per semester will be used as basis for determining cost per unit, the per unit cost will fluctuate on a per semester basis.

In view of the lack of information, Chairperson Garcia suggested that the Board approve the proposal in principle and request for a per unit costing to be presented in the next BOR meeting. Chairperson Garcia emphasized that the costing should be as near to P5,000.00 per semester as possible.

Regent Edwin C. Codilla moved for the approval of the proposal, in principle provided that the per unit computation will be presented to the Board and if there are major issues, the Board will review the proposal again. Regent Jeffrey Lloyd L. Cagande seconded the motion. The Board of Regents passed

Board Resolution No. 40, s. 2002

Approving, in principle, the proposal to charge Flat Rate Tuition Fee for the B.S. Computer Science as modified, PROVIDED THAT the per unit computation will be presented to the Board and if there are major issues, the Board will review the proposal again.

2. Re-Employment of Dr. Edgardo Tulin in LSU-Main Campus

President Paciencia P. Milan informed the Board that Dr. Edgardo Tulin was a scholar of the University who completed his PhD in Biotechnology in Japan. When he completed his studies, he opted

to stay in Japan for a few more years to conduct researches in his field of specialization. Dr. Tulin finally decided to return because of family considerations and he has again applied for a position in the University.

Chairperson Ester A. Garcia inquired whether the University really needs the services of Dr. Edgardo Tulin and whether his return to the University will not cause any problems.

Regent Leo S. Cañeda opined that since Dr. Tulin was “dropped from the rolls” as a way of disciplinary action, the Administration might find it difficult to defend hiring him again.

President Milan replied that Dr. Tulin will be treated as a new applicant and that all his credentials will be assessed based on existing procedures and guidelines. The Administration is assigning him to take-charge of the biotechnology laboratory of the University.

Regent Perla M. Tan indicated that she was not very familiar with the case of Dr. Edgardo Tulin. However, she has heard some comments from the faculty regarding the position he may be given.

President Milan replied that the Administration is using existing policies and procedures insofar as evaluating what rank Dr. Tulin should be given. Based on Dr. Tulin’s record, he has been a very productive scientist. As of the moment, the rank given to him is his rank prior to his stint in Japan. It is hoped that in the next round of PASUC evaluation, he will be able to get the rank in accordance with his credentials. President Milan expressed hope that the Faculty Regent, Regent Tan, would help explain the situation to the faculty.

Regent Edwin C. Codilla moved for the approval of the proposal as presented. Regent Perla M. Tan seconded the motion. The Board of Regents passed

Board Resolution No. 41, s. 2002

Approving the Re-Employment of Dr. Edgardo Tulin in LSU-Main Campus.

3. Change in Employment Status of Mr. Rommel Armecin

President Paciencia P. Milan informed the Board that the proposal followed the required process and presented the recommendation of the Academic Personnel Board (APB) for the change in employment status of Mr. Rommel Armecin from Lump Sum (Instructor I) to Plantilla position (Instructor I).

Regent Jose V. Mazo inquired what unit of the University Mr. Armecin is connected with.

President Milan replied that he is connected with the National Abaca Research Center (NARC). President Milan also informed the Board that there is a standing policy that once a staff has completed a Master's degree and has published at least 2 articles, he will be given a plantilla position if it is available.

Hearing no other questions, Regent Jose V. Mazo moved for the approval of the change in employment status of Mr. Rommel Armecin as proposed. Regent Rebecca V. Barbusa seconded the motion. The Board of Regents passed

Board Resolution No. 42, s. 2002

Approving the Change of Employment Status of Mr. Rommel Armecin from Lump Sum (Instructor I) to Plantilla Position (Instructor I).

4. Additional NBC 461 Evaluation Results

President Paciencia P. Milan presented to the Board two additional faculty members who were upgraded in rank on account of NBC 461. They were originally part of the main group of faculty earlier upgraded but that they have not yet met the requirement that

“to qualify for the position of Assistant Professor, the faculty member concerned should possess a Master’s degree”. This rule has now been waived and so, these two faculty members can now qualify for Assistant Professor I position.

Chairperson Ester A. Garcia cautioned the President not to give new appointments until the DBM shall have released funds for the salary upgrading of the concerned faculty.

President Milan replied that they may be given new appointments just like the others but it will be clearly indicated that the salary upgrading will be subject to the availability of funds.

The Board unanimously approved the additional NBC 461 evaluation results as presented. The Board of Regents passed

Board Resolution No. 43, s 2002

Approving the Additional NBC 461 Evaluation Results as presented.

IX ADJOURNMENT

After all calendared items for discussion were duly taken up, Chairperson Ester A. Garcia requested for the adjournment of the meeting. President Paciencia P. Milan moved for the adjournment of the meeting. Regent Rebecca V. Barbusa seconded the motion.

The 4th Board of Regents (BOR) Meeting of the Leyte State University was adjourned at 2:00 p.m.

Certified True and Correct


DANIEL M. TUDTUD JR.
Board Secretary

Attested:


PACIENCIA P. MILAN
President

ATTACHMENTS

GUIDELINES ON THE ESTABLISHMENT AND OPERATIONS OF STUDENT ORGANIZATIONS

2 ND EDITION (EXISTING) VISAYAS STATE COLLEGE OF AGRICULTURE	3 RD EDITION (REVISED) LEYTE STATE UNIVERSITY
<p>THE FOLLOWING GUIDELINES ON THE ESTABLISHMENT AND OPERATIONS OF STUDENT ORGANIZATIONS AT VISCA ARE HEREBY PROVIDED FOR OBSERVANCE AND COMPLIANCE OF ALL CONCERNED.</p> <p>DEFINITION OF TERMS</p> <p>The use of the following terms in these implementing rules shall be understood and taken as defined in this section:</p> <p><u>Adviser.</u> This is any qualified staff of VISCA who provides guidance in the operation of the organization. He/She must have a regular status of appointment.</p> <p><u>Director of Student Affairs.</u> He/She is equivalent to the Dean of Students whose functions are outlined in Section 5 of DECS Order No. 63, S. 1976, to wit:</p> <p>Each school shall have a full-time Dean of Students, appointed by its governing board, whose function shall be to coordinate the operation of units or departments in charge of student personnel services, student organizations and publication, student residences, and other co-curricular activities, and who shall be held responsible for any act of subversion, insurgency, or other similar illegal activities committed by students within his area of supervision, if circumstances warrant. The Dean of Students shall be under the general supervision of, and under such regulations as may be promulgated by, the school head.</p> <p><u>Disbursement.</u> Money that is being paid out; expenditure.</p> <p><u>Existing Organization.</u> This refers to one which applied for authority to operate for a specific term and given official recognition.</p> <p><u>Foreign Student.</u> One who belongs or owes allegiance to a country other than the Philippines and who is studying in an educational institution recognized or owned by the Philippine government such as VISCA.</p> <p><u>Fraternity.</u> It is a chiefly social organization of male college students usually designated by Greek letters.</p> <p><u>Hazing.</u> This is a form of harassment/initiation by exacting meaningless, difficult or humiliating acts that would adversely affect the physical, emotional,</p>	<p>THE FOLLOWING GUIDELINES ON THE ESTABLISHMENT AND OPERATIONS OF STUDENT ORGANIZATIONS AT LSU ARE HEREBY PROVIDED FOR OBSERVANCE AND COMPLIANCE OF ALL CONCERNED.</p> <p>Article I. DEFINITION OF TERMS</p> <p>The use of the following terms in these implementing rules shall be understood and taken as defined in this section:</p> <p><u>Adviser.</u> This is any qualified staff of LSU who provides guidance in the operation of the organization.</p> <p><u>Dean of Student Affairs.</u> He/She is equivalent to the Dean of Students whose functions are outlined in Section 5 of DECS Order No. 63, S. 1976, to wit:</p> <p>Each school shall have a full-time Dean of Students, appointed by its governing board, whose function shall be to coordinate the operation of units or departments in charge of student personnel services, student organizations and publication, student residences, and other co-curricular activities, and who shall be held responsible for any act of subversion, if circumstances warrant. The Dean of Students shall be under the general supervision of, and under such regulations as may be promulgated by, the school head.</p> <p><u>Disbursement.</u> Money that is being paid out; expenditure.</p> <p><u>Existing Organization.</u> This refers to one which applied for authority to operate for a specific term and given official recognition.</p> <p><u>Foreign Student.</u> One who belongs or owes allegiance to a country other than the Philippines and who is studying in an educational institution recognized or owned by the Philippine government such as LSU.</p> <p><u>Fraternity.</u> It is a chiefly social organization of male college students usually designated by Greek letters.</p> <p><u>Hazing.</u> As defined in Republic Act No. 8049 (An Act Regulating Hazing and Other Forms of Initiation Rites in Fraternities, Sororities, and</p>

Words in bold letters are being changed/added based from the suggestions/comments of the LSU Board of Regents during the previous (3rd) Board Meeting on February 8, 2002 at the Leyte Normal University, Tacloban City.

and psychological state of the individual such as paddling, belting, kneading, burning, eating/drinking beyond one's capacity and others of similar nature.

Initiation Rite. It is a test through which a new member is admitted to an organization.

Mass Action. It is any rally, demonstration, march, parade, procession, convocation, seminar, or any other form of meeting or assembly held by students within the premises of VISCA for such purposes as discussion of issues, presentation of a cause, expression of an opinion and/or petition for redress or grievances.

OSA-SOAD. Office of Student Affairs-Student Organization and Activities Division.

Outsider. Any person who is not currently and officially connected with VISCA.

Pre-requisite. It is something that is required as a prior condition for the next activity.

Probation. It is a trial period for a newly-formed organization applying for full-fledged status or for an existing organization that has violated something to redeem its misconduct.

Prohibited Activity. This is an activity which takes the nature of subversion or insurgency or any act which is deemed unlawful under the school rules and regulations.

Recognition. This is the authority from the OSA for a student organization to operate in accordance with Section 3 of DECS Order No. 63, S. 1976, which specifically states:

The school head shall have the authority to regulate the establishment and operation of student organization, upon compliance of the requirements prescribed under these rules; subject, however, to the supervisory and regulatory authority of the Secretary of Education and Culture over all government and non-government schools, and to revoke or cause the revocation of the authority to operate granted to a student organization for cause and upon the recommendation of the school head.

Organizations and Providing Penalties The initiation rite or practice as a prerequisite for membership in a fraternity, sorority or club by placing a recruit, neophyte or applicant in an embarrassing or humiliating situation such as making him to do menial, silly, foolish and similar activities or otherwise subjecting him to psychological suffering or injury.

Initiation Rite. It is a ritual through which a new member is admitted to an organization. It includes service-oriented activities.

Mass Action. It is any rally, demonstration, march, parade, procession, convocation, seminar, or any other form of meeting or assembly held by students within the premises of LSU for such purposes as discussion of issues, presentation of a cause, expression of an opinion and/or petition for redress or grievances.

OSA-SOAD. Office of Student Affairs-Student Organization and Activities Division.

Outsider. Any person who is not currently and officially connected with LSU.

Pre-requisite. It is something that is required as a prior condition for the next activity.

Probation. It is a trial period for a newly-formed organization applying for full-fledged status or for an existing organization that has violated something to redeem its misconduct.

Prohibited Activity. This is an activity which takes the nature of subversion or insurgency or any act which is deemed unlawful under the school rules and regulations. (Part II Art. VII Sec. 1 B & C **Student Handbook**)

Recognition. This is the authority from the OSA for a student organization to operate in accordance with Section 3 of DECS Order No. 63, S. 1976, which specifically states:

The school head shall have the authority to regulate the establishment and operation of student organization, upon compliance of the requirements prescribed under these rules; subject, however, to the supervisory and regulatory authority of the Secretary of Education and Culture over all government and non-government schools, and to revoke or cause the revocation of the authority to operate granted to a student organization for cause and upon the recommendation of the school head.

Sorority. It is a social club for female college students usually designated by Greek letters.

Student Organization. It shall mean any association, club, council, fraternity, sorority or any form of organized group whose membership is composed of bona fide students of the college (VISCA CODE, Chapter 67, Sec. 85). Its operation is subject to the limitations provided for in Section 2 DECS Order No. 63, S. 1976, to wit:

Subject to the limitations provided for under these rules, the establishment and operation of student organizations in schools shall be allowed as a medium to afford students a forum for enriching life as well as provide a vehicle for more productive endeavors toward the attainment of the goals of the school and that of society: provided, however, that the activities of such organizations shall be along economic, social or cultural areas: and provided, further, that such activities shall invariably be approved by the school head or his duly authorized representative.

Subversion. It is an act of undermining or overthrowing an established government.

Supervision. This is the responsibility of the OSA to look over the activities performed by students as contained in Section 4 of DECS Order No. 63, s. 1976, namely:

It shall be the responsibility of the school head to supervise and regulate the operations as well the activities of all duly recognized student organizations, for the purpose of directing as well as maximizing the utilization of their resources and efforts toward the attainment of their avowed and approved objectives: provided, however, that the authority herein indicated may be delegated to the Dean of Students of the school as called for in Section 5 hereof; and provided, further, that the school head shall exercise utmost care in allowing the use of school facilities, particularly by outside groups for any purpose, especially the use of facilities that are portable, submit monthly reports on the actual security situation in his school to the Secretary of Education and Culture, and avail of the assistance of the ROTC/CAT commandants and internal Security Officers on matters of school security.

Suspension. This means to exclude a person or an organization for a time from an office, privilege or position as a punishment for any violation.

Violation. This means to break a law, promissory statement or to infringe on rules and regulations/policies and guidelines.

Sorority. It is a social club for female college students usually designated by Greek letters.

Student Organization. It shall mean any association, club, council, fraternity, sorority or any form of organized group whose membership is composed of bona fide students of the university. Its operation is subject to the limitations provided for in Section 2 DECS Order No. 63, S. 1976, to wit:

Subject to the limitations provided for under these rules, the establishment and operation of student organizations in schools shall be allowed as a medium to afford students a forum for enriching life as well as provide a vehicle for more productive endeavors toward the attainment of the goals of the school and that of society: provided, however, that the activities of such organizations shall be along economic, social or cultural areas: and provided, further, that such activities shall invariably be approved by the school head or his duly authorized representative.

Subversion. It is an act of undermining or overthrowing an established government **by violent means.**

Supervision. This is the responsibility of the OSA to look over the activities performed by students as contained in Section 4 of DECS Order No. 63, s. 1976, namely:

It shall be the responsibility of the school head to supervise and regulate the operations as well the activities of all duly recognized student organizations, for the purpose of directing as well as maximizing the utilization of their resources and efforts toward the attainment of their avowed and approved objectives: provided, however, that the authority herein indicated may be delegated to the Dean of Students of the school as called for in Section 5 hereof; and provided, further, that the school head shall exercise utmost care in allowing the use of school facilities, particularly by outside groups for any purpose, especially the use of facilities that are portable, submit monthly reports on the actual security situation in his school to the Secretary of Education and Culture, and avail of the assistance of the **NSTP/CAT** commandants and internal Security Officers on matters of school security.

Suspension. This means to exclude a person or an organization for a time from an office, privilege or position as a punishment for any violation.

Underground Activities: **Activities not approved or recognized by the Office of the Student Affairs or the University.**

Violation. This means to break a law, promissory statement or infringement of rules and regulations/policies and guidelines.

Violator. This refers to one who breaks a rule in the ViSCA Code or OSA Guidelines like injuring a person or damaging property and others.

Worthwhile Activity. This refers to an enriching and productive activity which is economic, social, cultural or civic in nature and which is geared toward the attainment of the school and society's goals.

II. CLASSIFICATION OF STUDENT ORGANIZATIONS

- A. College Supreme Student Council
- B. Departmental/Course-Related/Class Organization
- C. Dormitory and Interdormitory Organization
- D. Religious Organization
- E. Athletics Club
- F. Cultural and Civic Organization
- G. Fraternity and Sorority
- H. Other Interest Groups

III. FORMATION

- A. Only bona fide students of ViSCA may organize. Involvement of any outsider in organizing or running any student organization on campus is absolutely prohibited. Exemptions are given to DECS-endorsed organizations: e.g. BSP, YCSC, College Y, etc.
- B. A letter of request to organize must be submitted to the OSA Director with the following requirements:
 - 1. Police Clearance of the organizer/s from latest residence before ViSCA, if not a ViSCA resident (for fraternities/sororities and other similar organizations).
 - 2. List of prospective members with their respective signatures, course and year, campus and home addresses.
 - 3. Nomination of at least three prospective advisers with their signatures.
 - 4. Objectives of the organization.

IV. REQUIREMENTS FOR RECOGNITION

A. For Newly Formed Organizations

- 1. A duly accomplished application for recognition (forms to be secured at the OSA) must be submitted along with the following requirements.
 - a. The proposed constitution and by-laws of the organization.
 - b. List of charter members.
 - c. List of officers with respective signatures.

Violator. This refers to one who breaks the regulations of the University and the country.

Worthwhile Activity. This refers to an enriching and productive activity which is economic, social, cultural or civic in nature and which is geared toward the attainment of the school and society's goals.

Article II. CLASSIFICATION OF STUDENT ORGANIZATIONS

- A. Supreme Student Council
- B. Departmental/Course-Related/Class Organization
- C. Dormitory and Interdormitory Organization
- D. Religious Organization
- E. Athletics Club
- F. Cultural and Civic Organization
- G. Fraternity and Sorority
- H. Other Interest Groups

Article III. FORMATION

Section 1. Only bona fide students of LSU may organize. Involvement of any outsider in organizing or running any student organization on campus is absolutely prohibited. Exemptions are given to DECS-endorsed organizations: e.g. BSP, YCSC, College Y, etc.

Section 2. A letter of request to organize must be submitted to the **Dean of Students** with the following requirements:

- A. Police Clearance of the organizer/s from latest residence before LSU, if not a LSU resident (for fraternities/sororities and other similar organizations).
- B. List of prospective members with their respective signatures, course and year, campus and home addresses.
- C. Nomination of at least two prospective advisers with their signatures.
- D. Objectives of the organization.

Article IV. REQUIREMENTS FOR RECOGNITION

Section 1. For Newly Formed Organizations

- A. A duly accomplished application for recognition (forms to be secured at the OSA) must be submitted along with the following requirements:
 - 1. The proposed constitution and by-laws of the organization.
 - 2. List of charter members.
 - 3. List of officers with respective signatures.

d. A copy of 2"x2" ID photo of the head of organization

e. Workplan for the schoolyear which include:

1. Name/Nature of Activity
2. Objectives/Goals
3. Proposed Date of Activity
4. Resources
5. Strategies
6. Target Clientele
7. Expected Output

f. Final list of resident members with respective signatures

g. At least three final nominees from the regular staff members of ViSCA who shall be appointed by the President upon the recommendation of OSA as advisers of the organization.

h. A registration fee of P25.00.

i. Officers' schedule of classes.

2. A newly formed organization may be given probationary status of recognition for at least one semester.

3. Full-fledged recognition will be based on an evaluation conducted by the Committee on Student Organization and Activities.

For Existing Organization (Renewal)

1. Existing organizations and those which were on probation during the previous semester/year that wish to continue must submit the following:

- a) Revised Constitution and by-laws, if any.
- b) Progress report (accomplishments/financial) of preceding school year signed by the president and secretary and noted by the adviser/s.
- c) Updated list of officers.
- d) List of members with their signatures
- e) Workplan for the school year.
- f) At least three nominees from the regular staff members of ViSCA who shall be appointed as organization advisers by the President upon the recommendation of OSA.
- g) A copy of 2"x2" ID photo of the head of organization.
- h) A registration fee of P25.00
- i) Officers' schedule of classes.

Criteria for Renewal

1. Must have accomplished all requirements in Title IV. Section B.1 of the Student Organization Handbook.

4. A copy of 2"x2" ID photo of the head of organization

5. Workplan for the schoolyear which include:

- Name/Nature of Activity
- Objectives/Goals
- Proposed Date of Activity
- Resources
- Strategies
- Target Clientele
- Expected Output

6. Final list of resident members with respective signatures

7. At least two final nominees from the faculty/staff members of LSU who shall be appointed by the President upon the recommendation of OSA as advisers of the organization.

8. A registration fee of P50.00

B. A newly formed organization may be given probationary status of recognition for at least one semester.

C. Full-fledged recognition will be based on an evaluation conducted by the Committee on Student Organization and Activities.

Section 2. For Existing Organization (Renewal)

A. Existing organizations and those which were on probation during the previous semester/year that wish to continue must submit the following:

1. Revised Constitution and By-laws, if any.
2. Progress report (accomplishments/financial) of preceding school year signed by the president and secretary and noted by the adviser/s.
3. Updated list of officers.
4. List of members with their signatures
5. Workplan for the school year
6. At least two nominees from the faculty and staff members regular staff members of LSU who shall be appointed as organization advisers by the President upon the recommendation of OSA.
7. A copy of 2"x2" ID photo of the head of organization.
8. A registration fee of P30.00

B. Criteria for Renewal

1. Must have accomplished all requirements in Article IV, Section 2.A of the Student Organization Handbook.

<ol style="list-style-type: none"> 2. Must have embarked on various types of activities which are geared toward educational, socio-cultural, physical, economic or community development in realization of the basic objectives of the organization'; adopted its own project-planning/feasibility studies for major projects. 3. Its members must have shown consciousness of their responsibilities in relation to their privileges as members of the organization initiated and supported constructive programs and upheld the principles of the organization. 4. Must have followed rules and regulations set by the school and this office; upheld the laws of the land and its constitution and by-laws. 5. For those organizations on suspension because of infraction of rules and regulations, they must have served the penalties given and sanctioned by the office or appropriate body. 6. Organization must not have violated any rules and regulations pertaining to organizations during and after the completion of the sanction/penalties given to the organization. 	<ol style="list-style-type: none"> 2. Must have embarked on various types of activities which are geared toward educational, socio-cultural, physical, economic or community development in realization of the basic objectives of the organization'; adopted its own project-planning/feasibility studies for major projects. 3. Its members must have shown consciousness of their responsibilities in relation to their privileges as members of the organization initiated and supported constructive programs and upheld the principles of the organization. 4. Must have followed rules and regulations set by the school and this office; upheld the laws of the land and its constitution and by-laws. 5. For those organizations on suspension because of infraction of rules and regulations, they must have served the penalties given and sanctioned by the office or appropriate body. 6. Organization must not have violated any rules and regulations pertaining to organizations during and after the completion of the sanction/penalties given to the organization.
<p>V. MEMBERSHIP AND RECRUITMENT</p> <p>A. Membership in organization shall be on voluntary basis.</p> <p>B. Students below eighteen years of age must not be allowed membership in fraternities and sororities as well as join any activities of these organizations unless they have parents' permit.</p>	<p>Article V. MEMBERSHIP AND RECRUITMENT</p> <p>Section 1. Membership in organization shall be on voluntary basis.</p> <p>Section 2. First year college students and those below eighteen (18) years of age must not be allowed membership in fraternities and sororities (Greek-lettered Organizations) as well as join any activities of these organizations even if they have parents' permit.</p> <p>Section 3. High school students, regardless of grade, are strictly prohibited from joining fraternities and sororities.</p>
<p>VI. OFFICERS</p> <p>A. Qualifications</p> <ol style="list-style-type: none"> 1. Must have no failing grades in any subject in the previous semester as supported by a certification from the College Registrar (exemptions may be given on a case to case basis). 2. Must not have been convicted or currently involved in any disciplinary case. 	<p>Article VI. OFFICERS</p> <p>Section 1. Qualifications</p> <ol style="list-style-type: none"> A. Must have no failing grades in any subject in the previous semester as supported by a certification from the University Registrar. B. Must not have been found guilty in any disciplinary case of any act involving dishonesty or immorality as defined by the Revised Penal Code.

Words in bold letters are being changed/added based from the suggestions/comments of the LSU Board of Regents during the previous (3rd) Board Meeting on February 8, 2002 at the Leyte Normal University, Tacloban City.

<p>Responsibilities</p> <ol style="list-style-type: none"> 1. The main duties and responsibilities of officers should be those as specified in the organization's constitution. 2. They must at all times exercise vigilance in the conduct of their affairs. They shall be held accountable for their actions as well as for those of their members. 3. Officers are expected to attend meetings called by the OSA on organization matters. 	<p>Section 2. Responsibilities</p> <ol style="list-style-type: none"> A. The main duties and responsibilities of officers should be those as specified in the organization's constitution. B. They must at all times exercise vigilance in the conduct of their affairs. They shall be held accountable for their actions as well as for those of their members. C. Officers are expected to attend meetings called by the OSA on organization matters.
<p>ORGANIZATION ADVISERS</p> <p>Advisers are appointed by the College President on the recommendation of the Director of Student Affairs.</p> <p>Qualifications</p> <ol style="list-style-type: none"> 1. Must be a regular member of the ViSCA faculty and staff except OSA personnel. 2. May serve as adviser of not more than two student organizations. 3. Must not have been convicted or currently charged with any disciplinary/administrative case. 	<p>Article VII. ORGANIZATION ADVISERS</p> <p>Advisers are appointed by the University President upon the recommendation of the Dean of Students.</p> <p>Section 1. Qualifications</p> <ol style="list-style-type: none"> A. Must be members of the LSU faculty and staff except OSA personnel. B. May serve as adviser of not more than two student organizations. C. Must not have been found guilty on any disciplinary case of any act involving moral turpitude as defined by the Revised Penal Code.
<p>Responsibilities</p> <ol style="list-style-type: none"> 1. Must be actively involved in the making of the workplan of the organization. 2. Must be present in any approved activity of the organization. 3. Shall be a signatory in any certified accomplished activity of the organization. 4. Shall evaluate and sign financial report of the organization. 5. Must take the responsibility for any violations done by the organization. 6. Shall do other tasks as may be required by the OSA Director and the President of the College. 7. Shall refer to the Director of OSA any problems encountered by the organization as a whole or by the individual members. 8. Must instill among members positive attitudes toward service, leadership and sense of values. 	<p>Section 2. Responsibilities</p> <ol style="list-style-type: none"> A. Must be actively involved in the making of the workplan of the organization. B. Must be present in any approved activity of the organization. C. Must be a signatory in any certified accomplished activity of the organization. D. Must evaluate and sign financial report of the organization. E. Must take the responsibility for any violations done by the organization. F. Must do other tasks as may be required by the OSA Director and the President of the University. G. Must refer to the Director of OSA any problems encountered by the organization as a whole or by the individual members. H. Must instill among members positive attitudes toward service, leadership and sense of values.
<p>CONDUCT OF ACTIVITIES</p> <ol style="list-style-type: none"> A. Student activities must only be held upon approval from proper authorities; the following activities may be conducted by student organizations. 	<p>Article VIII. STUDENT ACTIVITIES</p> <p>Revised Guidelines on Student Activities Memorandum Circular No. 80 Series of 2000 10 October 2000</p> <p>Section 1. Conduct of Activities</p> <ol style="list-style-type: none"> A. Student activities must only be held upon approval from proper authorities; the following activities may be conducted by student organizations.

1. Fund raising (see Appendix A)
2. Socials
3. Services
4. Field trips (see Appendix B)
5. Initiation rites (see Appendix C)
6. Recruitment/Orientation of new members

B. The following schedule of meetings is suggested in order to prevent conflict of attendance by members. Organizational meetings outside this schedule require an approved activity permit.

1. Mondays - Civic Organizations
2. Tuesdays - Course-Related Organizations

3. Wednesdays - Fraternities and Sororities
4. Thursdays - Dept./Religious Organizations
5. Sundays - College Supreme Student Council

C. No student activities shall be allowed:

1. During Schooldays unless the day following said activity is a non-class day.
2. On Sundays, if said activity would extend beyond 11:00 p.m. unless the following day is a non-class day.
3. A week before and the scheduled midterm and final examinations.

D. Activities which are not social in nature may be allowed on weekdays/schooldays as long as the said activities do not go beyond 11:00 p.m.

D. Processing Activity Permits

1. Secure the necessary signatories (president and advisers of the organizations, department chairman, person-in-charge of the building and others concerned in the activity permit).
2. Submit the activity permit application to the OSA at least three (3) days before the proposed activity except for field trips that require at least one week.
3. After leaving one copy of the approved activity at the OSA, distribute the other copies to the following as applicable:
 - a. Security Office
 - b. Person-in-charge of the building
 - c. secretary of the organization
 - d. senior adviser of the organization
 - e. Sound system

1. Fund raising
2. Socials
3. Services
4. Field trips
5. Initiation rites
6. Recruitment/Orientation of new

B. Schedule of Meetings

1. Mondays - Civic Org
2. Tuesdays - Course-F
Organiza

3. Wednesdays - Fraterniti
Sororities
4. Thursdays - Dept./Re
Organiza
5. Sundays - Supreme
Council

C. Student activities are NOT allowed during

1. Schooldays unless the day following said activity is a non-class day.
2. Sundays, if said activity would extend beyond 9:30 p.m. unless the following day is a non-class day.
3. A week before and during the scheduled midterm and final examinations.

Activities within the campus that are not social in nature (e.g. symposia, forums, etc.) may be allowed on weekdays/schooldays as long as the said activities do not go beyond 11:00 in the evening.

D. Processing Activity Permits

1. Secure the necessary signatories (president and advisers of the organization, department chairman, person-in-charge of the building and others concerned in the activity permit).
2. Submit the activity permit application to the OSA at least one (1) day (24 hours) before the proposed activity except for field trips that require at least three (3) days (72 hours).
3. After leaving one copy of the approved activity at the OSA, distribute the other copies to the following as applicable: ODI, Security Office, person-in-charge of the building, senior adviser of the organization, senior adviser of the organization, in-charge of sound system

4. Organizations except those of the dormitories shall provide their own activity permit.
5. Permits may be denied or withdrawn whenever the circumstances so warrant.
6. Certification of accomplished activity duly attested by the adviser/s must be submitted within one week after the activity. Said certification shall be considered prerequisite for the approval of succeeding activity requests. Failure to submit the certification after one week without valid reason may be a cause for disapproval of succeeding permits.

4. Any activity held outside the campus requires a written request to and approved by the University President through the OVPAA and the OSA.
5. Permits may be **revoked or cancelled** whenever the circumstances so warrant, **PROVIDED that reasons(s) for such action is clearly indicated and explained to the students.**
6. Certification of accomplished activity duly attested by the adviser/s must be submitted within one week after the activity. Said certification shall be considered prerequisite for the approval of succeeding activity requests. Failure to submit the certification after one week without valid reason may be a cause for disapproval of succeeding permits.

Note: For field trips, fund raising and initiation activities, reports of accomplished activity should be submitted to the OSA and OVPAA.

APPENDIX A

FUND RAISING ACTIVITIES

- A. Shall be allowed only after an activity permit is duly approved.
- B. Permits shall be accomplished by a budget to justify payments of tickets/contribution of members.
- C. Tickets must bear the OSA seal before releasing to the public for sale.
- D. Donations in kind from anybody at ViSCA must be on voluntary basis only. Solicitation in cash is strictly discouraged.
- E. Solicitations from outsiders must have the approval from the administration or the OSA.

Section 2. Fund Raising Activities

- A. Shall be allowed only after an activity permit is duly approved.
- B. Permits shall be accomplished by a budget to justify payments of tickets/contribution of members.
- C. Tickets must bear the OSA seal before releasing to the public for sale.
- D. Donations in kind from anybody at LSU must be on voluntary basis only. Solicitation in cash is strictly prohibited.
- E. Solicitations from outsiders must have the approval of the OVPAA.
- F. A list of prospective donors must be submitted to OSA and OVPAA.
- G. All proceeds are subject to auditing by OSA.

APPENDIX B

FIELD/EDUCATIONAL TRIPS

No field/educational trips and other off-campus activities shall be allowed unless approved by OSA.

- a. Application for field trips and other off-campus activities must be accompanied by a waiver duly signed by all the members of the class/organization. In case of minors (those aged below 18) a written permit from their parents or guardians.
- b. Field trips during school days are strongly discouraged; but where a field trip has to be on a class day, permission from the instructors concerned whose classes will be missed must be sought.

Section 3. Educational Trips

No field/educational trips and other off-campus activities shall be allowed unless approved by proper authorities of the University.

Requirements:

- A. A written request addressed to the President through the Vice President for Academic Affairs (OVPAA) and duly recommended by the Director of the Student Affairs (OSA).
- B. Application forms (to be secured from the OSA) accompanied by a waiver duly signed by all the members of the class/organization. In case of minors (those aged below 18) a written permit from their parents or guardians is required.

- c. Field trip permits must be submitted at the OSA at one week prior to the scheduled trip.

- C. Itinerary of travel.
- D. Estimated expenses per student.
- E. Arrangement of classes missed.
- F. Permission/Approval or acceptance company/place/unit to be visited.
- G. Field trip permits must be submitted at the least three (3) days (72 hours) prior to the scheduled trip.

Field trips are strongly discouraged during school hours except during class hours or free time of the students. However, if field trip is one of the course requirements, it should be included in the syllabus. The students should be informed earlier to prepare for it.

APPENDIX C INITIATION RITES

1. Must be conducted only after an activity permit is duly approved by the OSA.
2. Must be accompanied by a description of the activity.
3. Must be within the VISCA circumferential road in the upper campus, and within the bounds of the river fence along Lago-lago River and Kalbigaa River and Camotes Sea in the lower campus.
4. Must be done in the presence of at least one adviser.
5. Permits must be accompanied by a list of neophytes.
6. Must not fall within one week prior to mid-term or final examination days (including laboratory exams).
7. Must strictly observe prohibition of hazing.
8. If the case warrants, an OSA-representative must be present.

Section 4. Initiation Activities

- A. Must be conducted only after an activity permit is duly approved by the OSA.
- B. Must be accompanied by a description of the activity.
- C. Must be within the LSU circumferential road in the upper campus, and within the bounds of the river fence along Lago-lago River and Calbiga River and Camotes Sea in the lower campus.
- D. Must be done in the presence of at least one adviser.
- E. Permits must be accompanied by a list of neophytes.
- F. Must not fall within one week prior to mid-term or final examination days (including laboratory exams).
- G. Must strictly observe prohibition of hazing (RA 8049).
- H. An OSA representative must be present during initiation activities.

XII. INFORMATION BULLETINS AND ANNOUNCEMENTS

- A. All campus information bulletins and announcements:
 1. Must be written in English, unless announcements are intended for barrio residents or for specific occasions, with no indecent/malicious/derogatory word/s.
 2. Must be printed on writing materials not smaller than the short bond paper in cases where fines are imposed.
 3. Must be noted by the OSA before postings; otherwise they shall be removed by authorized persons without prior notice to organization concerned.
 4. Must be posted on campus bulletin boards.

Section 5. Information Bulletins and Announcements

- A. All campus information bulletins and announcements:
 1. Must be written in English, unless announcements are intended for barrio residents or for specific occasions, with no indecent/malicious/derogatory word/s.
 2. Must be printed on writing materials not smaller than the short bond paper in cases where fines are imposed.
 3. Must be noted by the OSA before postings; otherwise they shall be removed by authorized persons without prior notice to organization concerned.

5. Must be removed after the activity to allow other groups to post their bills.

For off-campus announcements and information bulletins, procedures 1, 2 and 3 must be followed.

ORGANIZATION FUNDS

Membership Fees

As may be provided in the approved constitution and by-laws, each student organization may collect a reasonable amount of annual membership fee from its members; provided, however, that every collection shall be correspondingly covered by a receipt issued by the treasurer of the organization, and provided, further, that any other amount as may accrue to the organization, whether from voluntary contribution of the members or otherwise, shall likewise be treated and accounted for in the same manner.

Disbursements

Any disbursements from the funds of the organization shall be effected only upon approval of its governing board, through a resolution and upon concurrence of the adviser; provided, however, that the actual withdrawal from the depository of such amount as may be necessary each time, shall be made by the president of the organization or by his representative as shown in his written authorization or certification from the OSA in case the president is not around anymore.

Depository

Any funds of the organization exceeding fifty pesos (P50.00) at the end of every term must be deposited in any accredited bank, or the university depository provided that any amount from such funds shall be released only upon presentation of a resolution at the beginning of the school year unless there is a change of signatories within the given school year.

Book of Accounts

A book of accounts shall be maintained by each student organization that shall indicate all collections and disbursements of the organization. The book of accounts may be inspected and shall be open for inspection during regular office hours by any member of the organization, by the adviser, and by the OSA whenever such is warranted.

4. Must be posted on campus bulletin boards.
5. Must be removed after the activity to allow other groups to post their bills.

Article IX. ORGANIZATION FUNDS

Section 1. Membership Fees

As may be provided in the approved constitution and by-laws, each student organization may collect a reasonable amount of annual membership fee from its members; provided, however, that every collection shall be correspondingly covered by a receipt issued by the treasurer of the organization, and provided, further, that any other amount as may accrue to

the organization, whether from voluntary contribution of the members or otherwise, shall likewise be treated and accounted for in the same manner.

Section 2. Disbursements

Any disbursements from the funds of the organization shall be effected only upon approval of its governing board, through a resolution and upon concurrence of the adviser; provided, however, that the actual withdrawal from the depository of such amount as may be necessary each time, shall be made by the president of the organization or by his representative as shown in his written authorization or certification from the OSA in case the president is no longer enrolled.

Section 3. Depository

Any funds of the organization exceeding fifty pesos (P50.00) at the end of every term must be deposited in any accredited bank, or the university depository provided that any amount from such funds shall be released only upon presentation of a resolution at the beginning of the school year unless there is a change of signatories within the given school year.

Section 4. Book of Accounts

A book of accounts shall be maintained by each student organization that shall indicate all collections and disbursements of the organization. The book of accounts may be inspected and shall be open for inspection during regular office hours by any member of the organization, by the adviser, and by the OSA whenever such is warranted.

<p>E. Audit and Report</p> <p>Each student organization shall submit its financial statement at the end of every semester of each school year. Such statement shall be prepared by the organization treasurer, duly approved by the auditor, president and adviser/s of the organization.</p> <p>The Office of Student Affairs may cause the financial status of each student organization to be audited by a competent person employed by the school at least once a year and to take such action as may be appropriate under school rules whenever it is warranted.</p> <p>Bankbooks/receipts of deposits must be submitted to the OSA together with the financial statement and other pertinent records at the end of the school year.</p>	<p>Section 5. Audit and Report</p> <p>Each student organization shall submit its financial statement at the end of every semester of each school year. The organization treasurer shall prepare the statement duly approved by the auditor, president and adviser/s of the organization.</p> <p>The Office of Student Affairs may cause the financial status of each student organization to be audited by a competent person designated by the Office of Student Affairs at the end of every semester and at least once a year in case of high school student organization and to take such action as may be appropriate under school rules whenever it is warranted.</p> <p>Bankbooks/receipts of deposits must be submitted to the OSA together with the financial statement and other pertinent records at the end of the school year.</p>
<p>X. PRIVILEGES</p> <p>A. Only fully recognized organizations may:</p> <p>A. Use school facilities such as classrooms, grounds, lights and others with approval from proper authority.</p> <ol style="list-style-type: none"> 1. School charges Certain charges may be imposed on the use of some school facilities and equipment. 2. Property responsibility The officers of student organizations concerned shall be jointly and severally responsible for any damage or injury done to school property/facilities arising from the use thereof by the organization. <p>B. Participate in inter-organization activities/competitions.</p> <p>C. Compete in college-wide sponsored activities or contests by recognized organizations.</p> <p>D. Officially bear the name of the school when engaging in off-campus activities.</p> <p>E. Have their organizational activities publicized in any accredited student publications.</p> <p>B. Organizations under Probational Status</p> <p>Organizations that are on probation are of two categories:</p> <ol style="list-style-type: none"> 1. Newly formed organizations applying for full-fledged status. 	<p>Article X. PRIVILEGES</p> <p>Section 1. Only fully recognized organizations may:</p> <p>A. Use school facilities such as classrooms, grounds, lights and others with approval from proper authority.</p> <ol style="list-style-type: none"> 1. School charges Certain charges may be imposed on the use of some school facilities and equipment. 2. Property responsibility The officers of student organizations concerned shall be jointly and severally responsible for any damage or injury done to school property/facilities arising from the use thereof by the organization. <p>B. Participate in inter-organization activities/competitions.</p> <p>C. Compete in college-wide sponsored activities or contests by recognized organizations.</p> <p>D. Officially bear the name of the school when engaging in off-campus activities.</p> <p>E. Have their organizational activities publicized in any accredited student publications.</p> <p>Section 2. Organizations under Probational Status</p> <p>Organizations that are on probation are of two categories:</p> <ol style="list-style-type: none"> A. Newly formed organizations applying for full-fledged status.

Words in bold letters are being changed/added based from the suggestions/comments of the LSU Board of Regents during the previous (3rd) Board Meeting on February 8, 2002 at the Leyte Normal University, Tacloban City.

- a. Shall avail only of privileges No. 1, 3, 4 and 5 (X.A. PRIVILEGES, pp. 15-16)

2. Those on probation because of violation/s of the guidelines on student organization and activities.

- a. Shall avail only of privileges No. 1 and 3 (X.A. PRIVILEGES, pp. 15-16)

ADDENDUM TO Page 16, Lette B-2a:

- a. Cannot use the name of the school in anything the organization may want to undertake.
- b. Shall not have their organizational activities publicized in any accredited campus publication.
- c. Cannot participate in inter-organizational and off-campus activities/competitions.

3. Organizations under Suspension

- 1. Organizations that are suspended are automatically deprived from all the privileges as provided in X.A. of this handbook.
- 2. Upon satisfying the conditions and penalties set for the violation/s, the organization applies for reinstatement through formal communication subject to thorough evaluation.

SUSPENSION OF ORGANIZATION/ACTIVITIES

The following are grounds for suspension of organizations and activities:

- 1. Hazing (As defined in this handbook and by law)
- 2. Non-compliance of semestral/year-end requirements.
- 3. Violation of any policies on organization or other school rules and regulations.
- 4. Recruitment of students below 18 years old for membership in fraternities/sororities.

Preventive Suspension May Be Imposed Pending Decision of the Investigating Body.

In case of violation of any policies on organization or Other school rules/regulations, the following procedures shall be effected:

- 1. Upon receipt of report of violation the OSA shall call the officers and other concerned members of the said organization for fact finding.
- 2. If the violation is beyond the provisions of these guidelines, the OSA shall forward its recommendation to the Student Disciplinary Tribunal (SDT) for investigation.

- 1. Shall avail only of privileges No. A, C, D and E.

B. Those on probation because of violation/s of the guidelines on student organization and activities.

- 1. Cannot use the name of the school in anything the organization may want to undertake.
- 2. Shall not have their organizational activities publicized in any accredited campus publication.
- 3. Cannot participate in inter-organizational and off-campus activities/competitions.

Section 3. Organizations under Suspension

- A. Organizations that are suspended are automatically deprived from all the privileges as provided in this handbook.
- B. Upon satisfying the conditions and penalties set for the violation/s, the organization applies for reinstatement through formal communication subject to thorough evaluation.

Article XI. SUSPENSION OF ORGANIZATION/ACTIVITIES

Section 1. The following are grounds for suspension of organizations and activities:

- A. Hazing (As defined in this handbook and by RA 8049)
- B. Non-compliance of semestral/year-end requirements.
- C. Violation of any policies on organization or other school rules and regulations.
- D. Recruitment of students below 18 years old for membership in fraternities/sororities.

Preventive Suspension may be imposed pending decision of the Investigating Body.

Section 2. In case of violation of any policies on organization or other school rules/regulations, the following procedures shall be effected:

- A. Upon receipt of report of violation the OSA shall call the officers and other concerned members of the said organization for fact finding.
- B. If the violation is beyond the provisions of these guidelines, the OSA shall forward its recommendation to the Student Disciplinary Tribunal (SDT) for investigation.

XIII. PROHIBITED ACTIVITIES

Any student activity which takes the nature of subversion or insurgency or which is deemed to be unlawful under the school rules and regulations is strictly prohibited and disallowed.

HAZING AND ANY FORM OF PHYSICAL INJURY ARE STRICTLY PROHIBITED.

The violator/s as well as the officers of the student organization including the adviser if warranted by the circumstances of each case shall be held administratively liable for the illegal activity of the organization without prejudice to criminal prosecution.

XII. PENALTY FOR VIOLATIONS

VIOLATIONS AND CORRESPONDING PENALTIES FOR FIRST OFFENSES:

- | | |
|--|--------------|
| A. Hazing | - Suspension |
| B. Initiation of students below 18 years old | - Suspension |
| C. Ticket distribution without OSA Seal | - Probation |
| D. Underground movement of prohibited activities | - Suspension |
| E. Holding activities without permits | - Demerit |

Article XII. PROHIBITED ACTIVITIES

Any student activity which takes the nature of subve insurgency or which is deemed to be unlawful un school rules and regulations is strictly prohibit disallowed.

HAZING AND ANY FORM OF PHYSICAL INJUF STRICTLY PROHIBITED.

The violator/s as well as the officers of the organization including the adviser if warranted circumstances of each case shall be held adminis liable for the illegal activity of the organization prejudice to criminal prosecution.

Article XIII. PENALTY FOR VIOLATIONS VIOLATIONS AND CORRESPONDING PENALTIES

- | | |
|--|---|
| A. Hazing | As prescribed in Republic Act N (Appendix B) and expulsion of membe permanent disqualification of the organizat the rolls of recognized student organization University |
| B. Initiation of students | Minimum suspension o year for members involved below eighteen (minimum suspension of one (1) year for org years old (even without hazing) |
| C. Subversive activities. | Suspension organization for one (1) year. |
| D. Underground Activities: | |
| 1 st Offense | - Reprimand |
| 2 nd Offense | - 2days suspension |
| 3 rd Offense | - 1 week suspension |
| 4 th Offense | - 1 month suspension |
| 5 th Offense | - 1 semester suspension |
| E. Ticket distribution without OSA Seal | |
| 1 st Offense | - Reprimand |
| 2 nd Offense | - On probation for one (1) Ser |
| 3 rd Offense | - One (1) year suspension of the organization |
| F. Holding minor activities (e.g. meetings, without permit | |
| 1 st Offense | - Reprimand |
| 2 nd Offense | - On probation for one (1) semester |
| 3 rd Offense | - One (1) year suspension the organization |

Words in bold letters are being changed/added based from the suggestions/comments of the LSU Board of Regents during the previous (3rd) Board Meeting on February 8, 2002 at the Leyte Normal University, Tacloban City.

	<p>G. Holding initiation rites and other major activities (e.g. fund raising, trips, orientation, seminars) without permit</p> <p>1st Offense - On probation for one (1) year</p> <p>2nd Offense - One (1) year suspension of the organization</p> <p>3rd Offense - Permanent disqualification from the rolls of recognized student organizations of the University</p> <p>H. Posting of Announcements/ Posters without OSA Permission</p> <p>1st Offense - Reprimand</p> <p>2nd Offense - On probation for one (1) semester</p> <p>3rd Offense - One (1) year suspension of the organization</p> <p>Continued violations for at least three times results in disqualification from the official list of OSA-recognized organizations.</p> <p>In addition to the revocation of the authority to operate, the student organization and the violator/s as well as the officers of the organizations may either be reprimanded, suspended, dropped or expelled from the rolls of the school depending on the seriousness of the offense committed.</p>
<p>APPENDIX D</p> <p><u>LIST OF POSSIBLE ACTIVITIES</u></p> <p>Giving of donations by Organization in Cash or in Kind</p> <p>Fund Raising Projects</p> <p>Alay Sayaw</p> <p>Book Rental and other rental services (yearly)</p> <p>Campus grams and other messengerial services</p> <p>Selling of goods (food items, decorations, Rummage materials, etc.)</p> <p>Sports and other cultural Shows</p> <p>Video Shows</p> <p>Services</p> <p>Auxiliary manpower during seminars, enrolment, etc.</p> <p>Carpentry</p> <p>Cleaning</p> <p>Gardening and Beautification</p> <p>Information Drive/PR jobs</p> <p>Student Lounge Management (semestral)</p>	<p>APPENDIX A</p> <p><u>LIST OF POSSIBLE ACTIVITIES</u></p> <p>Giving of donations by Organization in Cash or in Kind</p> <p>Fund Raising Projects</p> <p>Alay Sayaw</p> <p>Book Rental and other rental services (yearly)</p> <p>Campus grams and other messengerial services</p> <p>Selling of goods (food items, decorations, Rummage materials, etc.)</p> <p>Sports</p> <p>Cultural Shows</p> <p>Video Shows</p> <p>Labor Services</p> <p>Auxiliary manpower during seminars, enrolment, etc.</p> <p>Carpentry</p> <p>Cleaning</p> <p>Gardening and Beautification</p> <p>Information Drive/PR jobs</p> <p>Student Lounge Management (semestral)</p>

Words in bold letters are being changed/added based from the suggestions/comments of the LSU Board of Regents during the previous (3rd) Board Meeting on February 8, 2002 at the Leyte Normal University, Tacloban City.

Participation <ul style="list-style-type: none"> University Affairs OSA-sponsored seminars/workshops Public Services (non-profit) <ul style="list-style-type: none"> Medical/Health Care Jobs and related information drives Tutorial classes Scholarships/Workshops/forums (sponsors) Tree planting Seminars/Workshops/Forums (assists) Sports and other cultural shows Quiz shows Parties 	Participation <ul style="list-style-type: none"> University Affairs OSA-sponsored seminars/workshops Public Services (non-profit) <ul style="list-style-type: none"> Medical/Health Care Jobs and related drives Tutorial classes Scholarships/Workshops/forums (sponsors) Tree planting Seminars/Workshops/Forums (assists) Sports and other cultural shows Quiz shows Parties (Please see attachments for APPENDICES B to E) <u>APPENDIX B</u> REPUBLIC ACT NO. 8049 AN ACT REGULATING HAZING AND OTHER FORCIBLY INITIATION RITES IN FRATERNITIES, SORORITIES, AND OTHER ORGANIZATIONS AND PROVIDING PENALTIES THEREFOR APPENDIX C <u>Primer On The Anti-Hazing Law</u> (Republic Act No. 8049) in the academic setting by State Prosecutor Philip A. Aguinaldo APPENDIX D REPUBLIC ACT 7877 AN ACT DECLARING SEXUAL HARASSMENT UNLAWFUL IN THE EMPLOYMENT, EDUCATION, TRAINING ENVIRONMENT, AND FOR OTHER PURPOSES APPENDIX E <u>A PRIMER ON ANTI-SEXUAL HARASSMENT</u> (Republic Act No. 7877)
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Words in bold letters are being changed/added based from the suggestions/comments of the LSU Board of Regents during the previous (3rd) Board Meeting on February 8, 2002 at the Leyte Normal University, Tacloban City.

**COMPOSITION OF THE UNIVERSITY ACADEMIC COUNCIL
AND COLLEGE ACADEMIC COUNCILS
FOR LEYTE STATE UNIVERSITY**

*(As approved by the LSU Board of Regents per
Board Resolution No. 34, s. 2002, dated April 9, 2002))*

Guidelines

1. Every College shall have an academic council composed of faculty members with the rank of at least Assistant Professor for the Main Campus and Instructor 2 for the External Campuses as members. The College Dean shall be the presiding officer of this council. In the absence of a College Secretary, any member of the College Academic Council can be designated as secretary. At this phase of the university in the Main Campus, the small colleges form one group as follows:
 1. College of Agriculture
 2. College of Arts and Sciences
 3. College of Engineering and Agri-Industries
 4. College of Forestry, College of Education, College of Veterinary Medicine And Institute of Human Kinetics
 5. College of Fisheries (Tolosa Campus)
 6. College of Environmental and Agricultural Technology (Alangalang Campus)
 7. College of Agri-Industrial Technology (Isabel Campus)
 8. College of Education and Agricultural Technology (Villaba Campus)
2. Academic matters decided by the respective college councils shall be forwarded to the University Academic Council before they are sent to the Board of Regents for approval. If necessary, proponents of a particular proposal from the College Academic Council may be invited to attend the meeting of the University Academic Council for deliberation and defense.
3. All faculty members with the rank of Professor, the University Registrar and all College Deans of the university shall compose the University Academic Council ***provided that*** for the external campuses, in the absence of faculty members with such ranks, they will be allowed a total representation of three (3) faculty members with the highest ranks until such time that these campuses shall have faculty members with the required rank of Professor and ***provided further that*** their representation shall not exceed three. The University President shall be the Presiding Officer and the University Secretary shall be the Secretary of the Council.
4. The duties and responsibilities of the academic council as specified in the University Code shall be followed.



LEYTE STATE UNIVERSITY

Visca, Baybay, Leyte 6521 A
Philippines

Office of the Board Secretary

09 April 2002

**The Honorable Chairman and
Members of the LSU Board of Regents**

Ladies/Gentlemen:

Pursuant to National Budget Memorandum No. 95, I respectfully submit our budget proposal for FY 2003.

The Leyte State University (LSU) is proposing a total budget of P323.971 million, an increase of P95.625 million or 41.9 % over the FY 2002 approved budget. Of the total proposal P70.1 million will go to capital outlay for the rehabilitation/expansion of existing facilities and acquisition of equipment for the main and external campuses.

The increase in Personal Services will take care of the 5% salary adjustment effected in CY 2001, mandatory increases such as terminal leave benefits of mandatory retirees; creation of new position for new curricular offerings; increased rate in RATA, provision of casual/student labor fund and honoraria for the external campuses. The Maintenance and Other Operating Expenses is increased by 56.2% for new curricular offerings, research and extension projects including GAD. We wish to inform you that since the school was converted to a university there was no additional appropriation for its expanded programs and projects.

I am therefore requesting approval of our proposed budget. The total amount requested would suffice to make the operations of the university programs and projects effectively and efficiently implemented that are instrumental to national development.

Very truly yours,


PACIENCIA P. MILAN
President

CHED to prioritize *
this Budget

SUMMARY OF FY 2003 BUDGET PROPOSAL
(P'000)

Agency: LEYTE STATE UNIVERSITY

Allotment Class	2002 Current	2003 Proposal						Percent to Total
		Indicative Ceiling		New Proposals		Total		
		Amount	% Inc	Amount	% Inc	Amount	% Inc	
Personal Services	195,440	198,087	1.4	4,938	2.5	203,025	3.9	63
MOOE	31,906	31,906	0.0	17,918	56.2	49,824	56.2	15
Capital Outlays	1,000	1,000	0.0	70,122	7,012.2	71,122	7,012.2	22
GRAND TOTAL	228,346	230,993	1.2	92,978	40.7	323,971	41.9	100

BREAKDOWN OF INCREASES

Personal Services

1. Terminal Leave of mandatory retirees
2. RATA differential //?
3. Magna Carta for public health workers
4. Nine (9) new positions //
5. Restoration of lumpsum appropriation for casual labor, student labor and honoraria of external campuses
6. Provision of staff development
7. Additional funds for substitutes

Sub-total

MOOE

- Additional provision for library books
- * GAD projects and activities
- Requirements for new/expanded curricular offerings in the graduate and undergraduate levels
- Additional funding for the external campuses
- Funding requirements for the Leyte Buffer Zone project
- Cost of new research projects
- Cost of expanded/new extension projects

Capital Outlays (See attached details)

- 182
- 619
- 236
- 1,827

Sub-total

4,000
53,515
10,175
2,432

70,122

Name	Position Title	Item No. per CY 2001 P&IPOP	Designation	DATA Category (RT 1 to 9)	Amount
Milan, Paciencia P.	SUC President III	VISCAB-SUCPRES3-1-1998	President		10,750
Palomar, Manuel K.	Professor VI	VISCAB-PROF6-24-1998	Vice President for Academic Affairs		9,200
Alquino, Jose M. Jr.	Professor VI	VISCAB-PROF6-9-1998	Vice President for Administration and Finance		9,200
Bacusmo, Jose L.	Professor VI	VISCAB-PROF6-31-1998	Vice President for Research and Extension		9,200
Tutud, Daniel M. Jr.	Associate Professor I	VISCAB-APRO1-1-2001	University & Board Secretary		9,200
Villacarlos, Lina T.	Professor VI	VISCAB-PROF6-12-1998	Dean of Graduate School		6,800
Batoy, Corazon B.	Professor III	VISCAB-PROF6-12-1998	Dean of Students		6,000
Posas, Oscar B.	Professor VI	VISCAB-PROF6-8-1998	Director, Curriculum & Instructional Materials		6,000
Avila, Myrna M.	Professor III	VISCAB-PROF3-9-1998	Director, Accreditation and Evaluation		6,000
Ferraren, Angela A.	Professor III	VISCAB-PROF3-13-1998	Director, R & E Programs		6,000
Alesna, Wolfreda T.	Professor III	VISCAB-PROF3-11-1998	Director, R & E Technology Dissemination		6,000
Pascual, Nerelito P.	Professor VI	VISCAB-PROF6-2-1998	Asst to the President for Corp. Planning & IGP Director		6,000
Cano, Lourdes B.	Administrative Officer V	VISCAB-AO5-1-1998	Director, Administration		6,000
Cala, Norma V.	Financial & Management Officer II	VISCAB-FINMO2-1-1998	Director, Finance		6,000
Palana, Celedonia D.	College Administrator II	VISCAB-CAD2-1-2001	Dean		6,800
Astrologo, Conchita N.	College Administrator II	VISCAB-CAD2-2-2001	Dean		6,800
Ritaga, Victor R.	College Administrator II	VISCAB-CAD2-3-2001	Dean		6,800
Pedraza, Pablo B.	College Administrator II	VISCAB-CAD2-4-2001	Dean		6,800
Diputado, Misael T. Jr.	Associate Professor V	VISCAB-APROF5-25-1998	Dean, College of Agriculture		6,800
Galinato, Gregorio J. Jr.	Professor I	VISCAB-PROF1-7-1998	Dean, College of Engineering & Agri-Industries		6,000
Landerito, Erlinda O.	Associate Professor V	VISCAB-APROF5-37-1998	Dean, College of Arts & Sciences		6,000
					144,350
					1,732,200

Prepared by:

TERESITA L. QUINANOLA
HRMO

Noted by:


NORMA V. CALA
FMO


PACIENCIA P. MILAN
SUC President

SED CAPITAL OUTLAYS

2006

Projects	2003	2004	2005	2006
REPAIR/REHABILITATION/MAJOR REPAIR OF EXISTING FACILITIES				
Repair of academic buildings including external campuses	7,500.0	5,000.0	4,000.0	4,000.0
Rehabilitation and expansion of Animal Science Auxiliary Bldg for the College of Veterinary Medicine	5,000.0			
Expansion of the Ag. Engineering Bldg for the Dept of Ag. Engineering and Dept of Computer Engineering	3,015.0			
Fishpond Development	2,000.0	2,000.0		
Perimeter fencing of external campuses/main campus	2,000.0	2,000.0		
Expansion of the DPBAB Bldg. For the Dept of Biological Sciences	8,000.0			
Expansion of DAEE Bldg for College of Education (2 departments)	8,000.0			
Repair of 4 units screenhouses	800.0	800.0		
Replacement of asbestos roofing - Duplexes (GAD)	500.0			
Improvement of Infirmary	1,000.0	500.0		
Completion of Agro-Forestry Bldg. Woodworking Lab	1,000.0			
Completion of Gymnatorium	2,400.0			
Completion of the Library Bldg (4th module)	3,000.0	3,000.0		
Completion of the Library Bldg (Alang-alang campus)	500.0			
Completion in the rehabilitation of old Adm Bldg	500.0	500.0		
Completion of Administration Bldg (Isabel campus)	1,000.0			
Repair of LSU-Manila Office	400.0			
Repair of LSU-Cebu Office	400.0			
Repair of College Union Building		700.0		
Improvement of Athletic Oval		10,000.0	10,000.0	
CONSTRUCTIONS				
Construction of Dept of Liberal Arts & Social Sci Bldg	10,000.0	10,000.0		
Construction of University Food Processing Laboratory				10,000.0
Construction of Marine Shed (for motorboat & engine)			3,000.0	
Construction of Library Building (Isabel Campus)		2,000.0		
Construction of Carabao Barn House	500.0	500.0		
Construction of Administration Building (Alang-alang)		2,000.0	2,985.0	
Construction of Academic Building (Alang-alang)		2,000.0	2,000.0	
Construction of Swimming Pool			3,000.0	
TOTAL	57,515.0	41,000.0	24,985.0	14,000.0



LEYTE STATE UNIVERSITY

Visca, Baybay, Leyte
6521 Philippines

March 25, 2002

Mr. Paciencia P. Milan
President
Leyte State University
Visca, Baybay, Leyte

Dear President Milan:

In connection with the University Review Center, I would like to propose the following for your approval:

Review fee for the different review classes to be offered:

a. Board of Agriculture Licensure Exam	P4000.00/person
b. Foresters' Board Exam	P3500.00/person
c. Veterinary Medicine Board Exam	P4000.00/person
d. Licensure for Education Teacher	P2500.00/person

Honorarium for reviewer P 250.00/hr.

Honorarium for coordinator P1000.00/review

I hope for your immediate and favorable action to the above proposals.

Thank you for your continued support for the Center.

Very truly yours,

Manaf Data
MANAF S. DATA
Lead, LSU-URC

Recommendation Approval:

Manaf Data
MANUEL K. PALOMAR
Prof for Academic Affairs

*Subject to revision +
Admin is given a free hand to
increase it up to 1000/person
only.*

BUDGETARY REQUIREMENTS
PRC BOARD OF AGRICULTURE LICENSURE EXAM REVIEW CLASS

1. PERSONNEL SERVICES

Honorarium	
Reviewers (<u>27days@2000/day</u>)	P54000.00
Coordinators (<u>7persons@1000/session</u>)	P 7000.00
Emergency clerk (<u>2persons 20days@200/day</u>)	P 8000.00
Sub-total	P69000.00

II. MOOE

1. Travel	P21500.00
2. Supplies and Materials	
Roneo Duplicating paper s.20	
120 <u>reams@P228/ream</u>	P27360.00
Gakken Electronic Stencils 600	
(@P920/24 sheets/quire)	P23000.00
Transparency 1200 (@P850/100sheets	
/box)	P10200.00
Data Binders 100 <u>pcs.@350/pc</u>	P35000.00
ID <u>100pcs.@10/pc.</u>	1000.00
Diskette 5 boxes@ 250/box	1250.00
Sub-Total	P99310.00

3. Other Services

Mimeographing 120 (P150/ream)	P18000.00
Rent of review hall (27 days	
@580/day inc. electricity)	P15660.00
Communications (telephone bills,	
Postage, fax and e-mails)	P20000.00 — ?
Brochures <u>200pcs@5/pc.</u>	P 1000.00
Posters 100 pcs@ 20/pc.	P 2000.00
Snacks for reviewer	P 5000.00 X ?
Opening and Farewell party	P15000.00 X ?
Sub-total	P76660.00

TOTAL P244870.00

Computations are based on the following assumptions:

No. of reviewees	100
No. of days	27
Review fee	P4000/person

TOTAL INCOME = $100 \times P4000.00 = P400000.00$

PROFIT = $P400000.00 - 244970.00 = P155030.00$

MINIMUM NUMBER OF REVIEWEES:

TOTAL INCOME = $75 \times P4000. = P300000.00$

PROFIT = $P300000 - P244970.00 = P55030.00$

Leyte State University
OFFICE OF THE NATIONAL SERVICE TRAINING PROGRAM
Baybay, Leyte

March 25, 2002

Dr. PACIENCIA P. MILAN
President
Leyte State University


Through: ADMINISTRATIVE COUNCIL (ADCO)

Madam:

With the implementation of the National Service Training Program (NSTP) this coming first semester, SY 2002-2003, may I propose that the fee be at PHP 200.00 per student per semester. Although the law (RA 9311) stipulates that the tuition fee for the NSTP be no more than 50% of the current fee per unit of the university, however I firmly believed that the amount that will be collected at this rate will not be sufficient to pay for the honorarium of the lecturers, office supplies and other materials needed for effective delivery of the service and maintenance of the office.

I hope this proposal merit for positive action.

Very respectfully,



MANOLO B. LORETO, JR.
Head, LSU NSTP

Validation of Income (Last updated for 2009-2010)				
Particulare	Main Campus	Alang-alang Campus	Isabel Campus	Totoca Campus
C. Equipment				
222 Office Equipment	40,000.0		33,233.0	25,497.0
223 Other Equipment				15,000.0
Sub-total	40,000.0	-	33,233.0	40,497.0
D. Student Welfare Fund	50,000.0			
Total Expenditures	1,695,529.0	250,000.0	39,233.0	40,497.0
<div> <div> Prepared by: VELMA P. BONTUYAN Budget Officer III </div> <div> Verified by: NORMA V. CALA FMO II </div> </div> <div> Concurred by: DR. PACIENCIA P. MILAN President </div>				

LEYTE STATE UNIVERSITY

Visca, Baybay, Leyte

RECAPITULATION OF BUDGET PROPOSALS

Utilization of Income (COA Circular No. 2000-002)

Particulars	Main Campus	Alang-alang Campus	Isabel Campus	Tolosa Campus
I. SOURCE OF INCOME				
Tuition & Other School Fees	708,561.2	207,892.0	9,433.0	40,497.3
Income from Services	832,171.9	33,351.0	-	-
Other Services	154,992.5	8,803.0	29,800.0	-
Total Actual Deposits	1,695,725.6	250,046.0	39,233.0	40,497.3
II. PROJECTED EXPENSES				
A. Personal Services				
802 Wages - Student Labor	60,000.0			
803 Wages - Casual/Contractual/EL	85,000.0			
808 Clothing Allowance	15,000.0			
809 Honoraria	40,000.0	60,000.0		
817 RLIP	6,000.0			
818 PAG-IBIG	1,000.0			
819 PHILHEALTH Contributions	800.0			
820 ECC Contributions	300.0			
822 Terminal	7,909.0			
Sub-total	216,009.0	60,000.0		
B. Maintenance & Other Operating Expenses				
831 Traveling Expenses - Local	25,000.0			
833 Training and Seminar Expenses	10,000.0			
835 Electricity	1,320.0			
837 Telephone/Internet	30,000.0			
839 Subscription	10,000.0			
849 Office Supplies	150,000.0			
850 Medical/Dental & Laboratory Expense	50,000.0			
852 Gasoline/oil/Lubricants	140,000.0			
854 Printing & Binding Expenses	50,000.0			
857 General Services	140,000.0			
864 Building Maintenance	270,000.0			
868 Other Structures Maintenance	170,000.0			
		18,000.0	6,000.0	
		125,000.0		
		11,000.0		



Leyte State University
Visca, Baybay, Leyte 6521 A
Philippines

Office of the Board Secretary

EXCERPTS OF APPROVED MINUTES OF THE
4th LSU Board of Regents Meeting
09 April 2002 * LNU, Tacloban City

**Proposal to Increase Lodging Rates
at LSU-Manila Office**

Board Resolution No. 39, s. 2002

Approving the proposed Increase in the Daily Lodging Rates of the LSU Manila Office **PROVIDED THAT** LSU personnel and their dependents shall be given priority over the non-LSU lodgers and **PROVIDED FURTHER THAT** the members of the Board of Regents and their dependents be accorded the same privileges as that of LSU personnel.

Approved New Lodging Rate for the ff:

LSU Students	P 50.00
LSU staff	100.00
Non-working dependents of LSU staff	70.00
Working dependents of LSU staff	100.00
Non-LSU staff/other persons (including relatives)	150.00

BOARD ACTION: APPROVED

Date : 09 April 2002

ATTACHMENT: I

Certified True and Correct:


DANIEL M. TUDTUD JR.
Board Secretary

PROPOSAL TO CHARGE FLAT-RATE TUITION FEE FOR THE BACHELOR OF SCIENCE IN COMPUTER SCIENCE

The former Department of Agricultural Engineering and Applied Mathematics (DAEAM) conducted a survey on the college degree of choice of graduating secondary level students from five (5) high schools within the municipality of Baybay, Leyte during the last week of January 2002. The total sample size was 410 males and 406 females. Based on the survey 31.22% of the graduating students identified Computer Science as their No. 1 College Degree of choice. Another 16.75% of the respondents also identified Computer Science as their second College Degree of choice.

It can, therefore, be deduced that there is a strong demand for the offering of this course in our area of responsibility. It can be safely assumed that the new program offering of the Leyte State University, Bachelor of Science in Computer Science (BSCS), will surely attract many freshman students this coming June 2002. This early, some BSCS students have expressed interest in transferring to LSU once the degree program is in full swing.

Inasmuch as this is a new academic degree program, there is a need to attract quality students into the program to ensure that the graduates of the BSCS of LSU will be along the cutting edge of computer science graduates needed by industry. Towards this end, there is a need to provide necessary hardware as well as software resources so that the program will be a success.

The Department of Computer Science and Technology (DCST), after carefully considering the very high cost of acquiring hardware and software resources, has decided to charge a flat-rate tuition fee for the new degree program which is competitive with that in the private sector.

The present tuition fee charged by STI (Ormoc City) is about Php15,000.00 per semester while at AMA (Tacloban City) it is Php8,000.00 per trimester. At the Franciscan College of the Immaculate Conception (FCIC) in Baybay, Leyte it is about Php7,000.00 per semester. Considering that the Leyte State University is a public

institution of higher learning, the tuition fee to be charged should be lower than that charged by private higher educational institutions.

It is hereby proposed that a flat-rate tuition fee in the amount of Php5,000.00 be charged to students taking up Bachelor of Science in Computer Science at the Leyte Normal University. This is lower than the tuition fee charged by the nearest private school in the area, the Franciscan College of the Immaculate Conception.

Given the targeted 50 new freshman students in the coming school year 2002-2003, the University expects to generate Php250,000.00 per semester from tuition alone from the program. This income from tuition fees may be used for the acquisition of new hardware and software that may be needed by the program as well as the continuing upgrading and maintenance of existing hardware and software components.



LEYTE STATE UNIVERSITY

Visca, Baybay, Leyte 6521 A

Philippines

Office of the Board Secretary

09 April 2002

**The Honorable Chairman and
Members of the LSU Board of Regents**

Ladies/Gentlemen:

I am hereby endorsing the “**Recommendation for Re-employment of Dr. Edgardo E. Tulin**” which was prepared by the Human and Resource Management and Development Office. Dr. Edgardo E. Tulin will be given an Associate Professor V position, the position he was occupying before he was dropped from the rolls. The said recommendation was approved and endorsed by the University Academic Personnel Board.

I am, therefore, recommending the same **FOR CONFIRMATION** by the Board of Regents.

Very truly yours,

PACIENCIA P. MILAN

President

BOARD ACTION : _____
DATE : 09 April 2002

LEYTE STATE UNIVERSITY


Viscail, Baybay, Leyte

ACADEMIC REGULAR STAFF RECOMMENDED FOR RE-EMPLOYMENT

FOR BOARD OF REGENTS CONFIRMATION

	<u>Name</u>	<u>Position</u>	<u>Dept.</u>
1.	Fulm, Edgardo E.	Associate Professor V	PhilRootcrops

Submitted by:


TERESITA L. QUINANOLA
OIC, HRMDO
03/20/02

Noted:


PACIENCIA E. MILAN
President



LEYTE STATE UNIVERSITY

Visca, Baybay, Leyte 6521 A

Philippines

Office of the Board Secretary

09 April 2002

**The Honorable Chairman and
Members of the LSU Board of Regents**

Ladies/Gentlemen:

I am hereby endorsing the "**Change of Employment Status of Mr. Romel B. Armecin from Lumpsum to Item**" which was prepared by the Human and Resource Management and Development Office. The change of employment status of Mr. Romel B. Armecin was approved and endorsed by the University Academic Personnel Board.

I am, therefore, recommending the same **FOR CONFIRMATION** by the Board of Regents.

Very truly yours,

PACIENCIA P. MILAN
President

BOARD ACTION : _____
DATE : 09 April 2002

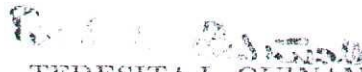
LEYTE STATE UNIVERSITY

Visca, Baybay, Leyte


NBC 461 EVALUATION RESULT FOR BOARD OF REGENTS CONFIRMATION

<u>Name of Employee</u>	<u>Present Position</u>	<u>SG</u>	<u>SI</u>	<u>New Position</u>	<u>SG</u>
1. SEDIGO, Erna Teresita J.	Instructor III	14	1	Assistant Professor I	15
2. TABADA, Ma. Aurora Teresita W.	Instructor III	14	1	Assistant Professor I	15

Submitted by:


TERESITA L. QUINANOLA
OIC, HRMDO
03/20/02

Noted:


PACIENCIA P. MILAN
President