



Office of the Secretary of the University  
and of the Board of Regents

USE OF INCOME

Board Resolution No. 24, s. 2004

Approving the Use of Income from the Main campus, as presented.

PARTICULARS	AMOUNT	REMARKS
<b>MAIN CAMPUS</b> <i>For the Period December 2003 to January 2004</i>		
<b>A. TUITION FEES AND OTHER SCHOOL FEES</b> <u>Instruction Use/Augmentation</u>		
Personal Services	10,875	The amount shall be used to cover the additional funding requirements for labor, student welfare fund and to cover the deficiencies under P.S. expenditure services.
Maintenance and Other Operating Expenses	2,497,620	The amount herein proposed shall take charge of the electricity consumption, telephone bills, and other deficiencies in the maintenance of the facilities of the university. It will also be used to augment the deficiencies under instruction and to cover the funding requirements for Teachers/Student/Welfare Fund.
Capital/Equipment Outlay	814,413	The amount requested shall be used in the construction of the Head House at the Dept. of Pest and Mgt., the installation of the server for the implementation of NGAs, repair of LSU Bakery and installation of radio equipment of LSU Radio Station.
<b>Total for Instruction Use/Augmentation</b>	<b>3,322,908</b>	
<b>B. INCOME FROM BUSINESS OPERATIONS and OTHER SERVICES</b>		
Personal Services	62,981	The amount shall be used to payment for services rendered by personnel and students directly involve in the operations, and payment of honoraria of proctors assigned in the dormitories.
Maintenance and Other Operating Expenses	1,504,847	The amount shall be used to cover the deficiencies in the repairs and maintenance of buildings, motor vehicles and other structures and other additional requirements in the operation of the different projects and servicing units of the university.
Capital Equipment Outlay	177,900	This shall cover the payment of purchased computer units used in the operations of the projects.
<b>Total for Business Operations/Services</b>	<b>1,745,728</b>	
<b>GRAND TOTAL</b>	<b>5,068,636.00</b>	

Board Action: APPROVED  
Date: 16-Mar-04  
Attachment: U

  
DANIEL M. TUDTUD JR.  
Board Secretary

cc: FMO  
Budget Office Tum a/s  
Accounting Office



# LEYTE STATE UNIVERSITY

6521-A Visca, Baybay, Leyte, Philippines

## Office of the University President

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16 March 2004

The Honorable Chairman and  
Members of the LSU Board of Regents


*Ladies/Gentlemen:*

Pursuant to COA Circular No. 2000-02, I respectfully submit the proposed utilization of income of the Leyte State University including its satellite campuses.

In support of the above proposal, I am attaching the item-by-item justification and the certifications of the actual income collected and deposited with the authorized depository bank.

I am, therefore, requesting **FOR APPROVAL** of our special budgets.

Very truly yours,

  
PACIENCIA P. MILAN  
President

BOARD ACTION : \_\_\_\_\_  
DATE : 16 March 2004



# LEYTE STATE UNIVERSITY

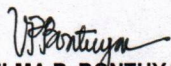
Visca, Baybay, Leyte

## RECAPITULATION OF BUDGET PROPOSALS


Utilization of Income (COA Circular No. 2002-02)

Particulars	LSU-Main Campus	Isabel Campus	Villaba Campus	Alang-alang Campus	Tolosa Campus	Total
<b>I. SOURCE OF INCOME</b>						
Tuition Fees & Other Fees	4,108,302.41	214,964.50		196,772.50	118,013.56	4,638,052.97
Income from Other Services	2,286,829.54	3,220.00		33,422.95		2,323,472.49
Income from Business Operations	140,197.50	11,261.25	90,000.00	32,539.51		273,998.26
Other Income	619,821.58	2,400.50		3,699.24		625,921.32
<b>Total Actual Deposits</b>	<b>7,155,151.03</b>	<b>231,846.25</b>	<b>90,000.00</b>	<b>266,434.20</b>	<b>118,013.56</b>	<b>7,861,445.04</b>
<b>II. PROJECTED EXPENSES</b>						
<b>A. TUITION AND OTHER FEES</b>						
<b>Instruction Use/Augmentation</b>						
Personal Services	10,875.00			4,845.00		15,720.00
Maintenance and Other Operating Expenses	2,497,620.00	231,846.25		201,550.23	118,013.56	3,049,030.04
Capital/Equipment Outlay	814,413.00					814,413.00
<b>Sub-total</b>	<b>3,322,908.00</b>	<b>231,846.25</b>	<b>-</b>	<b>206,395.23</b>	<b>118,013.56</b>	<b>3,879,163.04</b>
<b>B. INCOME FROM BUSINESS OPERATIONS AND OTHER SERVICES</b>						
Personal Services	62,981.00					62,981.00
Maintenance and Other Operating Expenses	1,504,847.00		90,000.00			1,594,847.00
Capital/Equipment Outlay	177,900.00					177,900.00
<b>Sub-total</b>	<b>1,745,728.00</b>	<b>-</b>	<b>90,000.00</b>	<b>-</b>	<b>-</b>	<b>1,835,728.00</b>
<b>Total Projected Expenses</b>	<b>5,068,636.00</b>	<b>231,846.25</b>	<b>90,000.00</b>	<b>206,395.23</b>	<b>118,013.56</b>	<b>5,714,891.04</b>

Submitted by:

  
**VELMA P. BONTUYAN**  
 Budget Officer

Concurred by:

  
**PACIENCIA P. MILAN**  
 President



**LEYTE STATE UNIVERSITY**  
**MAIN CAMPUS**  
*Visca, Baybay, Leyte*  
**PROPOSED BUDGETARY BREAKDOWN**  
**USE OF INCOME**

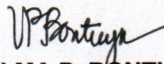
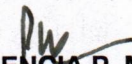
*For the Period November - December 2003 and January 2004*

Particulars	Amount	Remarks
<b>A. TUITION FEES AND OTHE SCHOOL FEES</b>		
<b><u>Instruction Use/Augmentation</u></b>		
Personal Services	10,875.00	The amount shall be used to cover the additional funding requirements for labor, student welfare fund and to cover the deficiencies under P.S. expenditure services
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<b>Total for Instruction/Augmentation</b>	<b>3,322,908.00</b>	
<b>B. INCOME FROM BUSINESS OPERATIONS AND OTHER SERVICES</b>		
Personal Services	62,981.00	The amount shall be used to payment for services rendered by personnel and students directly involve in the operations, and payment of honoraria of proctors assigned in the dormitories.



**LEYTE STATE UNIVERSITY**  
**MAIN CAMPUS**  
*Visca, Baybay, Leyte*  
**PROPOSED BUDGETARY BREAKDOWN**  
**USE OF INCOME**

*For the Period November - December 2003 and January 2004*

Particulars	Amount	Remarks
Maintenance & Other Operating Expenses	1,504,847.00	<p>The amount shall be used to cover the deficiencies in the repairs and maintenance of buildings, motor vehicles and other structures and other additional requirements in the operation of the different projects and servicing units of the university.</p> <p>This shall cover the payment of purchased computer units used in the operations of the projects.</p>
Capital Equipment Outlay	177,900.00	
<b>Total for Business Operations/ Services</b>	<b>1,745,728.00</b>	
<b>GRAND TOTAL</b>	<b>5,068,636.00</b>	
Certified Correct:   <b>VELMA P. BONTUYAN</b> <i>Budget Officer III</i>		Concurred by:   <b>PACIENCIA P. MILAN</b> <i>President</i>

*See attached detailed computation*



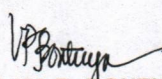
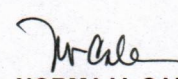
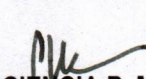
# LEYTE STATE UNIVERSITY

Visca, Baybay, Leyte

## COMPUTATION OF PROPOSED SPECIAL BUDGET FOR USE OF INCOME

Allot- ment Class	Acct Code	Account Name	Income from Tuition & Other School Fees			Business Operations	Total
			Augmentation	Inst. Share	Sub-total		
PS							
	705	Salaries & Wages - Casual	875.00		875.00	20,000.00	20,875.00
	706	Wages -Contractual	10,000.00		10,000.00		10,000.00
	711c	PERA-Casual				4,000.00	4,000.00
	712c	ADCOM- Casual				4,000.00	4,000.00
	703	Salaries & Wages - Part-time/SA				5,000.00	5,000.00
	707	Salaries & Wages-Emergency				1,000.00	1,000.00
	720	Honoraria				25,000.00	25,000.00
	731c	RLIP				2,950.00	2,950.00
	732c	PAG-IBIG Contribution				500.00	500.00
	733c	PHILHEALTH Contribution				381.00	381.00
	734c	ECC Contribution				150.00	150.00
		Sub-total	10,875.00		10,875.00	62,981.00	73,856.00
MOOE							
	104	Petty Cash Fund		2,000.00	2,000.00		2,000.00
	160	Med/Dental, Lab. Supplies Invty		6,811.00	6,811.00		6,811.00
	211	Office Buildings	2,063.00	-	2,063.00	3,406.00	5,469.00
	215	Other Structures	45,470.00	-	45,470.00		45,470.00
	221	Office Equipment	8,168.00	15,000.00	23,168.00	14,900.00	38,068.00
	222	Furniture & Fixtures	9,365.00	20,000.00	29,365.00	6,148.00	35,513.00
	223	IT Equipment & Software	60,000.00	18,594.00	78,594.00		78,594.00
	224	Library Books		82,650.00	82,650.00		82,650.00
	229	Communication Equipment	8,980.00	-	8,980.00		8,980.00
	233	Medc'l,Dental & Lab Equipt		56,411.00	56,411.00		56,411.00
	236	Technical & Scientific Equipt	4,950.00	-	4,950.00		4,950.00
	751	Travelling Expenses-Local	61,715.00	54,335.00	116,050.00	31,010.00	147,060.00
	753	Training Expenses	8,000.00	10,990.00	18,990.00		18,990.00
	754	Scholarship Expenses	26,298.00	186,140.00	212,438.00		212,438.00
	755	Office Supplies Expenses	75,500.00	52,806.00	128,306.00	76,200.00	204,506.00
	757	Animal/Zoological Supplies Exp		-	-	25,000.00	25,000.00
	758	Food Supplies Expenses		-	-	110,000.00	110,000.00
	760	Med,Dental & Lab Supplies Exp		126,611.00	126,611.00	7,519.00	134,130.00
	761	Gasoline, Oil & Lubricants Exp	10,000.00	-	10,000.00	75,000.00	85,000.00
	762	Agricultural Supplies Expenses		14,140.00	14,140.00	8,487.00	22,627.00
	763	Textbooks & Inst'l Materials Exp	31,175.00	30,800.00	61,975.00		61,975.00
	765	Other Supplies Expenses	1,700.00	28,827.00	30,527.00	40,000.00	70,527.00
	766	Water Expenses	105.00	-	105.00		105.00
	767	Electricity Expenses	837,500.00	-	837,500.00	837,500.00	1,675,000.00
	768	Cooking Gas		-	-	1,275.00	1,275.00
	771	Postage & Deliveries	2,570.00	-	2,570.00	150.00	2,720.00



Allotment Class	Acct Code	Account Name	Income from Tuition & Other School Fees			Business Operations	Total
			Augmentation	Inst. Share	Sub-total		
	772	Telephone Expenses-Landline	82,000.00	12,532.00	94,532.00	30,000.00	124,532.00
	773	Telephone Expenses-Mobile	7,394.00	-	7,394.00		7,394.00
	774	Internet Expenses	1,067.00	-	1,067.00		1,067.00
	775	Cable, Satellite, Telegraph & Radio Exp	20,000.00	-	20,000.00		20,000.00
	778	Membership Dues & Contribution to Orgn	1,000.00	-	1,000.00		1,000.00
	780	Advertising Expenses	6,056.00	-	6,056.00		6,056.00
	781	Printing & Binding Services	1,546.00	50,000.00	51,546.00	1,186.00	52,732.00
	782	Rent Expense	500.00	-	500.00		500.00
	783	Representation Expenses	2,035.00	-	2,035.00		2,035.00
	784	Transportation & Delivery Expenses	420.00	-	420.00		420.00
	792	Auditing Services	11,681.00	-	11,681.00		11,681.00
	805	Rep & Maint-Electr'n,Power & Energy Struct		-	-	54,000.00	54,000.00
	811	Rep & Maint - Office Buildings	61,787.00	5,620.00	67,407.00	1,150.00	68,557.00
	812	Rep & Maint-School Buildings	8,000.00	10,991.00	18,991.00	85,000.00	103,991.00
	814	Rep & Maint - Markets & Slaughterhouses		-	-	9,430.00	9,430.00
	815	Repairs & Maintenance-Other Structures	55,000.00	-	55,000.00		55,000.00
	823	Rep & Maint-IT Equipment & Software	12,096.00	-	12,096.00	4,500.00	16,596.00
	836	Rep & Maint-Tech'n'l & Scientific Equip't		-	-	16,500.00	16,500.00
	840	Rep & Maint-Other Mach. & Equip't.	1,575.00	-	1,575.00		1,575.00
	841	Repairs & Maintenance-Motor Vehicles	63,000.00	2,740.00	65,740.00	361.00	66,101.00
	851	Rep & Maint-Roads, Highways & Bridges	51,706.00	-	51,706.00		51,706.00
	883	Extraordinary Expenses	7,000.00	-	7,000.00		7,000.00
	891	Taxes, Duties & Licenses	1,000.00	-	1,000.00		1,000.00
	892	Fidelity Bond Premiums		-	-	1,125.00	1,125.00
	969	Other Maintenance & Operating Expenses	60,000.00	61,200.00	121,200.00	65,000.00	186,200.00
		Sub-total	1,648,422.00	849,198.00	2,497,620.00	1,504,847.00	4,002,467.00
CO/EO	212	School Buildings	258,713.00		258,713.00		258,713.00
	215	Other Structures	70,000.00		70,000.00	100,000.00	170,000.00
	221	Office Equipment	50,000.00		50,000.00	49,400.00	99,400.00
	223	IT Equipment & Software	100,000.00	41,400.00	141,400.00	28,500.00	169,900.00
	229	Communication Equipment	119,300.00		119,300.00		119,300.00
	234	Military & Police Equipment	16,000.00		16,000.00		16,000.00
	236	Technical & Scientific Equipment	78,000.00	81,000.00	159,000.00		159,000.00
		Sub-total	692,013.00	122,400.00	814,413.00	177,900.00	992,313.00
Grand Total			2,351,310.00	971,598.00	3,322,908.00	1,745,728.00	5,068,636.00
Certified Correct:			Verified Correct:			Concurred by:	
 <b>VELMA P. BONTUYAN</b> Budget Officer III			 <b>NORMA V. CALA</b> Director for Finance			 <b>PACIENCIA P. MILAN</b> President	



# LEYTE STATE UNIVERSITY

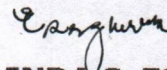
Visca, Baybay, Leyte

ACCOUNTING OFFICE

## CERTIFICATION

This is to certify that the amount of **SEVEN MILLION ONE HUNDRED FIFTY FIVE THOUSAND ONE HUNDRED FIFTY ONE PESOS & 03/100 (P 7,155,151.03)** was deposited to LBP Checking Account No. 0952-1117-44 representing Income (Special Trust Fund) of the Leyte State University for the period November 1, 2003 to January 31, 2004.

This certification is being issued on this 3rd day of February 2004 as a requirement for the Board of Regents' approval on the utilization of University Income as of January 31, 2004.



**ERLINDA S. ESGUERRA**  
OIC, Accounting Office



**101 INCOME**  
**NOVEMEBER 1, 2003 - JANUARY 31, 2004**

Account Code	Account Title	Amount
642RR	Rent Income Room rental	1,780.00
642VIFARD	Rent Income	10,000.00
628	Other Income from School Services	132,824.14
662	Income from Grants & Donations	5,000.00
681	Grants & Donations	6,000.00
969	Other Expenses	300.00
606	Registration fee	151,905.60
644	Tuition fees	2,094,460.50
619L	Medical, Dental & Lab. Fees Laboratory fees	1,006,200.90
619M	Medical, Dental & Lab. Fees Medical fees	103,380.10
619HS-L	Medical, Dental & Lab. Fees	3,429.00
618	Library fees	208,615.00
612A	Athletic fees	121,200.00
612A-HS	Athletic fees	270.00
612C	Cultural fees	74,860.00
612C-HS	Cultural fees	1,108.00
612CP	Cultural fees	15.00
614	Comprehensive Exam Fees	9,250.00
624	Transcript of Record fees	23,276.75
615	Diploma & Graduation Fees	14,580.00
616	Garbage fees	17,702.52
613	Certification fees	6,171.00
641CP	Printing & Publication Income College Publication	86,920.00
641CP-MS	Printing & Publication Income College Publication - MS	14,000.00
641HS	Printing & Publication Income HS Publication	1,164.50
641M	Printing & Publication Income Mimeo Services	2,163.33
632DFCS	Income from Canteen Operations DFCS Café	100,751.40
635B	Income from Dormitory Operations - Banahaw Dorm	15,330.00
635C	Income from Dormitory Operations - College Dorm	712,864.50
635CD	Income from Dormitory Operations - Cocofed Dorm	91,899.00
635CL	Income from Dormitory Operations - Cebu Lodging	22,237.50
635HS	Income from Dormitory Operations -High School Dorm	13,500.00
635K	Income from Dormitory Operations -Kanlaon Dorm	31,470.00
635ML	Income from Dormitory Operations - Manila Lodging	34,840.00
628Admission	Other Income from School Services	1,360.00
628ADE-Review	Other Income from School Services	200.00
628Agric-R	Other Income from School Services Review	5,267.50
628DAEAM	Other Income from School Services	3,285.00
628CA	Other Income from School Services College of Agriculture	500.00
628DPM	Other Income from School Services	100.00
628DASS	Other Income from School Services DASS, Soil Analysis	11,905.00
428DMPS	Other Income from School Services	630.00
628Educ Dev.	Other Income from School Services Educ. Development	109,070.00
628Entrance	Other Income from School Services	3,540.00
628FIF	Other Income from School Services	97,545.00
628GP	Other Income from School Services Gate Pass	10,400.00
628LUPDU	Other Income from School Services Services	4,200.00
628IMDC	Other Income from School Services	33,337.00
628Infirmary	Other Income from School Services	250.00
628ID-R	Other Income from School Services	40,593.50
SUB-TOTAL		3,900.00
		<b>5,445,551.74</b>



