



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

USE OF INCOME

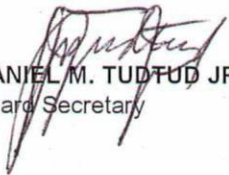
Board Resolution No. 73, s. 2004

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

PARTICULARS	AMOUNT	REMARKS
<b>MAIN CAMPUS</b> <i>For the Period June to September 2004</i>		
<b>A. TUITION FEES AND OTHER SCHOOL FEES</b> <u>Instruction Use/Augmentation</u>		
Personal Services	291,112	The amount shall be used to cover the additional funding requirements for labor and to cover the full payment of CY 2004 cash gift and bonus and other additional funding requirements under P.S. Expenditure services.
Maintenance and Other Operating Expenses	6,017,691	The amount herein proposed shall be used to augment our MOOE deficiencies especially the communication & electricity expenses and maintenance of the facilities of the university. It shall also be used to cover the funding requirements for Teachers/Student/Welfare Fund and student labor.
Capital/Equipment Outlay	1,208,879	The amount requested shall be used for the repair of the Cebu Office building, purchase of IT equipment, one (1) unit digital camera and other equipment needed in Instruction Services.
<b>Total for Instruction Use/Augmentation</b>	<b>7,517,682</b>	
<b>B. INCOME FROM BUSINESS OPERATIONS and OTHER SERVICES</b>		
Personal Services	407,804	The amount shall be used to payment for the services rendered by personnel and students directly involved in the operations, and payment of honoraria of reviewers and dormitory proctors.
Maintenance and Other Operating Expenses	4,083,350	The amount shall be used to cover the operating requirements of the projects which include the electric and communication expenses and other requirements of the different servicing units of the university.
Capital Equipment Outlay	831,031	This shall take charge for the repairs and maintenance of buildings, facilities and structures used in the operation of the projects.
<b>Total for Business Operations/Services</b>	<b>5,322,185</b>	
<b>GRAND TOTAL</b>	<b>12,839,867.00</b>	

Board Action: APPROVED  
Date: 27-Oct-04  
Attachment: N

Certified True and Correct:

  
DANIEL M. TUDTUD JR.  
Board Secretary

cc: FMO

Budget Office

Accounting Office

1216 N  
- 12/16/04



*649 Student popln/campus*      *Item "121"*

**LEYTE STATE UNIVERSITY**

Visca, Baybay, Leyte

**RECAPITULATION OF BUDGET PROPOSALS**

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

*\* rules apply to all*  
*\* if funds are available*

Particulars	LSU - Main Campus	Isabel Campus	Villaba Campus	Alang-alang Campus	Tolosa Campus	Total
<b>I. SOURCES OF INCOME</b>						
Tuitions and Other Fees	5,358,884.98	1,103,544.36	37,000.00	824,812.25	165,731.40	7,489,972.99
Income for Other Services	761,472.25					761,472.25
Income from Business Operations	3,206,431.80					3,206,431.80
Other Income	1,396,785.42	84,091.72	104,000.00	51,601.37		1,636,478.51
<b>TOTAL ACTUAL DEPOSITS</b>	<b>10,723,574.45</b>	<b>1,187,636.08</b>	<b>141,000.00</b>	<b>876,413.62</b>	<b>165,731.40</b>	<b>13,094,355.55</b>
Unutilized certified income (Feb-April as approved)	2,502,602.16					2,502,602.16
<b>TOTAL ACTUAL BALANCES</b>	<b>13,226,176.61</b>	<b>1,187,636.08</b>	<b>141,000.00</b>	<b>876,413.62</b>	<b>165,731.40</b>	<b>15,596,957.71</b>
<b>II. PROJECTED EXPENSES</b>						
<b>A. TUITION AND OTHER FEES</b>						
<b>Instruction Use/Augmentation</b>						
Personal Services	291,112.18			16,000.00	10,000.00	317,112.18
Maintenance & Other Operating Expenses	6,017,690.96	847,636.08	134,000.00	548,241.93	110,731.40	7,658,300.37
Capital/Equipment Outlay	1,208,878.93	340,000.00	7,000.00	225,000.00	45,000.00	1,825,878.93
<b>Sub-total</b>	<b>7,517,682.07</b>	<b>1,187,636.08</b>	<b>141,000.00</b>	<b>789,241.93</b>	<b>165,731.40</b>	<b>9,801,291.48</b>
<b>B. INCOME FROM BUSINESS OPERATIONS AND OTHER SERVICES</b>						
Personal Services	407,804.07					407,804.07
Maintenance & Other Operating Expenses	4,083,349.55					4,083,349.55
Capital/Equipment Outlay	831,030.86					831,030.86
<b>Sub-total</b>	<b>5,322,184.48</b>					<b>5,322,184.48</b>
<b>TOTAL PROJECTED EXPENSES</b>	<b>12,839,866.55</b>	<b>1,187,636.08</b>	<b>141,000.00</b>	<b>789,241.93</b>	<b>165,731.40</b>	<b>15,123,475.96</b>

Certified Correct:

Concurred by:

*VP Bontuyan*  
**VELMA P. BONTUYAN**  
Budget Officer III

*Paciencia P. Milan*  
**PACIENCIA P. MILAN**  
President



# LEYTE STATE UNIVERSITY

*Main Campus  
Visca, Baybay, Leyte*

## PROPOSED BUDGETARY BREAKDOWN

### USE OF INCOME

*For the Period June - September 2004*


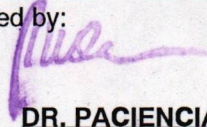
Particulars	Amount	Remarks
<b>A. TUITION FEES AND OTHER SCHOOL FEES</b>		
<u>Instruction Use/Augmentation</u>		
Personal Services	291,112.00	The amount shall be used to cover the additional funding requirements for labor and to cover the full payment of CY 2004 cash gift and bonus and other additional funding requirements under PS Expenditure services.
Maintenance and Other Operating Expenses	6,017,691.00	The amount herein proposed shall be used to augment our MOOE deficiencies especially the communication & electricity expenses and maintenance of the facilities of the university. It shall also be used to cover the funding requirements for Teachers/Student Welfare Fund and student labor.
Capital/Equipment Outlay	1,208,879.00	The amount requested shall be used for the repair of the Cebu Office Building, purchase of IT equipments, one (1) unit digital camera and other equipments needed in Instruction Services.
<b>Total for Instruction/Augmentation</b>	<b>7,517,682.00</b>	
<b>B. Income from Business Operations and Other Services</b>		
Personal Services	407,804.00	The amount shall be used to payment for the services rendered by personnel and students directly involved in the operations and payment of honoraria of reviewers and dormitory proctors.



**PROPOSED BUDGETARY BREAKDOWN**

**USE OF INCOME**

*For the Period June - September 2004*

Particulars	Amount	Remarks
Maintenance and Other Operating Expenses	4,083,350.00	The amount shall be used to cover the operating requirements of the projects which include the electric and communication expenses and other requirements of the different servicing units of the university.  This shall take charge for the repairs and maintenance of buildings, facilities and structures used in the operation of the projects.
Capital/Equipment Outlay	831,031.00	
<b>Total for Business Operations/Services</b>	<b>5,322,185.00</b>	
<b>Grand Total</b>	<b>12,839,867.00</b>	
Certified Correct:		Concurred by:
 <b>VELMA P. BONTUYAN</b> Budget Officer III		 <b>DR. PACIENCIA P. MILAN</b> President



# **LEYTE STATE UNIVERSITY**

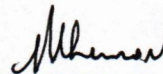
Visca, Baybay, Leyte

ACCOUNTING OFFICE

## **CERTIFICATION**

This is to certify that the amount of **TEN MILLION SEVEN HUNDRED THIRTY ONE THOUSAND SIX HUNDRED FIFTY ONE PESOS & 45/100 (P 10,731,651.45)** was deposited to LBP Checking Account No. 0952-1117-44 representing Income (Special Trust Fund) of the Leyte State University for the period June 1 to September 30, 2004.

This certification is being issued on this 7<sup>th</sup> day of October 2004 as a requirement for the Board of Regents' approval on the utilization of University Income as of September 30, 2004.



**ROBERTA C. LEMOS**  
Accountant IV




Republic of the Philippines  
LEYTE STATE UNIVERSITY – ISABEL CAMPUS  
Isabel Leyte

**CERTIFICATION**

**TO WHOM IT MAY CONCERN:**

THIS IS TO CERTIFY that the school has available funds from Tuition Fees and Other Income in the amount of ONE MILLION ONE HUNDRED EIGHTY SEVEN THOUSAND SIX HUNDRED THIRTY SIX & 08/100 PESOS ONLY (P 1,187, 636.08) from May 1, 2004 to October 7, 2004.

Done this 19th day of September 2004.

  
QUEEN-ELIZABETH Y. ATUPAN  
Accountant I

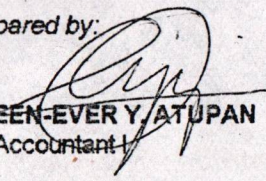


**LEYTE STATE UNIVERSITY - ISABEL CAMPUS**  
**INAVS, Isabel Leyte**

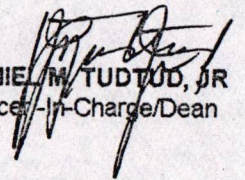
**REPORT OF ACTUAL INCOME**  
**MAY 2004 to OCTOBER 7, 2004**  
**(IN PESOS)**

DEPARTMENT / AGENCY	ACCOUNT DESCRIPTION	MAY 2004	JUNE 2004	JULY 2004	AUG. 2004	SEPT. 2004	OCT.1-7,2004	TOTAL	REMARKS
SUC - LSU - MAIN CAMPUS	Tuition Fees	198,796.90	304,121.00	27,810.00	105,277.00	42,695.00	36,010.00	714,709.90	
	Certification Fees	790.00	2,670.00	325.00	212.00	495.00	170.00	4,662.00	
LEYTE STATE UNIVERSITY- ISABEL CAMPUS	Transcript of Records	690.00	1,130.00	375.00	180.00	505.00	65.00	2,945.00	
	Athletics & Recreation Fees	1,190.00	36.00	10.00	455.00	40.00	-	1,731.00	
	Library Fees	860.00	5.00	20.00	315.00	30.00	-	1,230.00	
	Registration Fees	750.00	60.00	20.00	560.00		20.00	1,410.00	
	Medical/Dental & Lab.Fees	1,595.00	5.00	-	445.00	30.00	-	2,075.00	
	Rental	1,850.00	125.00	1,250.00	1,100.00	1,500.00	200.00	6,025.00	
	Fines & Penalties	251.00	686.00	-	90.00	560.00	-	1,587.00	
	Other Income fr Sch.Bus.Operations	12,344.60	895.50	7,538.87	24,742.50	18,663.25	12,295.00	76,479.72	
	Other Income	1,010.00	3,349.00	464.00	43,100.00	4,100.00	322,758.46	374,781.46	
	Graduation Fees							-	
	<b>Total</b>	<b>220,127.50</b>	<b>313,082.50</b>	<b>37,812.87</b>	<b>176,476.50</b>	<b>68,618.25</b>	<b>371,518.46</b>	<b>1,187,636.08</b>	

Prepared by:

  
**QUEEN-EVER Y. ATUPAN**  
 Accountant I

Noted by:

  
**DANIEL M. TUDTUD, JR**  
 Officer-In-Charge/Dean



# JUSTIFICATION FOR USE OF INCOME

AGENCY: LEYTE STATE UNIVERSITY - ISABEL CAMPUS

PARTICULARS	OBJECT		JUSTIFICATIONS
	OD	AMOUNT	
<b>INCOME:</b>			
<b>TUITION FEES AND OTHER INCOME</b>			
<b>INSTRUCTION:</b>			
Repair of the Student/Staff Cottages & Horticulture Building		200,000.00	<p><b>Instruction:</b></p> <p><b>Repair of the Student/Staff Cottages &amp; Horticulture Building:</b> Of the P 593,818.04 for instruction, P 200,000.00 is proposed to be utilized for the repair of the student cottages and Horticulture Building. For the school year 2005-2006, we are in dire need of 4 classrooms to accommodate the fourth year college students taking BSIE, BSIT and BEED. The existing Horticulture Building has 4 classrooms, yet needs repair if used again for instruction.</p> <p>In the next school year, enrollment is projected to increase by 10%. Some of the enrollees may opt to stay in the student cottages especially those coming from far places. However, the existing cottages are no longer ideal for student occupancy because they are dilapidated inasmuch as these are only made mostly of light materials such as plywood, nipa and bamboo. Hence, the P200,000.00 is considered necessary for this purpose.</p> <p><b>Medical Allowance:</b> Good health is always an asset for the faculty and staff of an educational institution like LSU-IC. Thus, an annual check-up is vital for every personnel to find out how fit is he to continue in the discharge of his duties as an instructor or employee. Hence, an amount of P180,000.00 is direly needed for the medical allowance of the 45 LSU-IC faculty and Staff especially because Isabel is situated in an industrial zone.</p> <p><b>Completion of Industrial Electricity Building:</b> The Industrial Electricity Building which is newly constructed, has already been used by the Industrial Electricity students for instructional activities. However, it lacks water pipelines, ceiling and cabinets for students' convenience. Thus, an amount of P 77, 342.45 is necessary for the completion of the said IE Building.</p> <p><b>Medicines:</b> An amount of P20, 045.45 is allocated for the purchase of medicines needed for minor illness and injuries among faculty, staff, and students for the second semester of school year 2004-2005.</p> <p><b>University Intramurals 2004:</b> P48, 500.00 is allocated for the University Intramurals 2004 where the school sent 105 athletes to compete with other colleges within the LSU System.</p> <p><b>Examination Supplies:</b> An amount of P42, 031.00 is deemed necessary for the purchase of supplies and materials for the midterm and final examinations as well as for instruction use.</p> <p><b>1 unit UPS:</b> The 2 units computers in the Academic Services Division need 1 unit UPS to protect them in cases of fluctuating current and brown outs, hence, an amount of P 3,000.00 is deemed necessary for the 1 unit UPS 600VA.</p> <p><b>Replacement of Electrical Wirings:</b> An amount of P 22, 899.14 is allocated for the repair of Electrical wirings of the classrooms in the lower campus. These wirings were installed 15-20 years ago and they are observed to be getting brittle and may cause fire which may also destroy government properties and even lives. Hence, the school electrician strongly recommends for replacements of these electrical connections.</p>
Medical Allowance		180,000.00	
Completion of Industrial Electricity Building		77,342.45	
Medicines		20,045.45	
University Intramurals 2004		48,500.00	
Examination Supplies		42,031.00	
1 unit UPS		3,000.00	
Replacement of Electrical Wirings		22,899.14	
<b>AUGMENTATION:</b>			
<b>Capital Outlay:</b>			
Construction Of Guest House & Stockroom		300,000.00	
1 unit Computer		40,000.00	
MOOE		253,818.04	
<b>Total</b>		<b>1,187,636.08</b>	




## JUSTIFICATION FOR USE OF INCOME

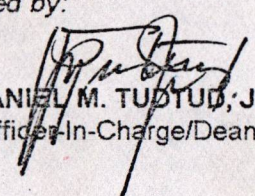
**AGENCY: LEYTE STATE UNIVERSITY - ISABEL CAMPUS**

	PARTICULARS	OBJECT ID	AMOUNT	JUSTIFICATIONS
				<p><b>Augmentation:</b></p> <p><b>Construction of Guest House and Stock Room:</b></p> <p>Historically, construction of a Guest House was always included in the budget proposal submitted yearly to DBM. But those proposals were only waste of time, money and effort, because releases of funds for capital outlay by DBM were focused on classrooms. However, in spite of that, the school was able to construct in 1974 a temporary Guest House made of Bamboo, nipa, marine plywood and lumber. Due to old age and reduction of MOOE in 1999, the said guest house was left unrepaired, physically brittle and not safe for occupancy especially to school visitors.</p> <p>Eventually, accommodation of school guests and visitors becomes one of the primary problems of the administration especially in holding different school related activities. Several vital opportunities for trainings and seminars for faculty, staff and students were missed due to accommodation of speakers and facilitators.</p> <p>Last year, per evaluation by the Physical Plant Office repair is no longer practical and it would be wise enough to construct another one instead.</p> <p>Considering the extreme need of the school for a Guest House, an amount of P200,000.00 is allocated to afford for the construction of a semi-permanent but decent and livable unit for school guests.</p> <p>Another amount of P100,000.00 is also allocated to finance the construction and relocation of the Stock Room from the lower campus to the upper campus. The stock room at the lower campus can be easily flooded anytime because it is situated near the Dupong River. Proper housing of construction materials and other school facilities can only be achieved by the time this stock room can be transferred to the upper campus, hence, approval of the P100,000.00 is adequately necessary.</p> <p><b>Purchase of 1 unit Computer:</b></p> <p>The office of the Dept. of Teacher Education and the Dept. of Agribusiness are located in the lower campus of LSU-IC. Whenever the faculty under these two departments prepare and accomplish reports, they have to go to the Office of the Division Chief for Instruction in the upper campus to use the computer since there is not a single computer unit in these offices. At times, they may be deprived to use the computer in the Office of the Division Chief for Instruction because of so many reports to be accomplished also in that said office. Hence, an amount of P40,000.00 is deemed necessary for the purchase of 1 unit computer for these 2 departments.</p> <p><b>Augmentation of MOOE:</b></p> <p>The remaining amount of P253,818.04 shall be allocated for MOOE augmentation.</p>

Prepared by:

  
**QUEEN EVER Y. ATUPAN**  
 Accountant I

Approved by:

  
**DANIEL M. TUDTUD, JR.**  
 Officer-In-Charge/Dean