



LEYTE STATE UNIVERSITY
6521-A Visca, Baybay, Leyte, Philippines

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

**EXCERPT FROM THE APPROVED MINUTES OF THE
18th LSU Board of Regents Meeting
27 October 2004 * LNU, Tacloban City**

Conversion/Upgrading of Some Administrative Positions

Board Resolution No. 72, s. 2004

Approving the request to convert and upgrade some administrative positions in LSU-Tolosa Campus:

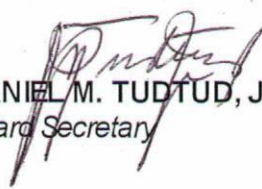
<u>Conversion</u>	
<i>From</i>	<i>To</i>
1. Mechanic I (SG 4)	Security I (SG3)
<u>Upgrading</u>	
<i>From</i>	<i>To</i>
1. School Lib III (SG12)	College Librarian I (SG13)
2. Pub. Health Nurse I (SG12)	Pub. Health Nurse II (SG16)

BOARD ACTION: **APPROVED**

Date : 27 October 2004

ATTACHMENT : M

Certified True and Correct:


DANIEL M. TUDTUD, JR.
Board Secretary

cc: HRMO 
LSU-Tolosa Campus



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

LEYTE STATE UNIVERSITY
6521-A Visca, Baybay, Leyte, Philippines

**EXCERPT FROM THE APPROVED MINUTES OF THE
18th LSU Board of Regents Meeting
27 October 2004 * LNU, Tacloban City**

**Conversion/Upgrading of Some Administrative Positions
and the Updating of Formatted Plantilla Indicating
Actual Deployment of Personnel**

BOR RESOLUTION NO. 72.a s. 2004

Approving the request to convert and upgrade some
administrative positions in LSU-Tolosa Campus:

From

To

Conversion

Mechanic I (SG 4)

Security I (SG3)

Upgrading

School Lib III (SG12)

Pub. Health Nurse I (SG12)

College Librarian I (SG13)

Pub. Health Nurse II
(SG16)

BOR RESOLUTION NO. 72.b s. 2004

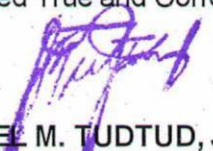
Approving the conversion/upgrading of some administrative positions
and the updating of formatted plantilla indicating actual deployment of
personnel, as presented.

BOARD ACTION: **APPROVED**

Date : 27 October 2004

ATTACHMENT : M

Certified True and Correct:


DANIEL M. TUDTUD, JR.
Board Secretary

cc: HRMO - 3/2/6
LSU-Tolosa Campus

LEYTE STATE UNIVERSITY

Baybay, Leyte

FOR BOARD OF REGENTS APPROVAL

Transfer of Positions to their appropriate budgeting functions to reflect the actual deployment of faculty and staff for submission to DBM.

FROM		TO	
Item No.	Position Title	Item No.	Position Title
GEN. ADM. & SUPP. SERVICES		ADVANCED EDUCATION	
ADA3-184-2004	Administrative Aide III	ADA3-184-2004	Administrative Aide III
GEN. ADM. & SUPP. SERVICES		HIGHER EDUCATION SERVICES	
ADO2-28-2004	Administrative Officer II	ADO2-28-2004	Administrative Officer II
ADA6-85-2004	Administrative Aide VI	ADA6-85-2004	Administrative Aide VI
ADA6-87-2004	Administrative Aide VI	ADA6-87-2004	Administrative Aide VI
ADA6-88-2004	Administrative Aide VI	ADA6-88-2004	Administrative Aide VI
ADA6-95-2004	Administrative Aide VI	ADA6-95-2004	Administrative Aide VI
ADA4-114-2004	Administrative Aide IV	ADA4-114-2004	Administrative Aide IV
ADA4-129-2004	Administrative Aide IV	ADA4-129-2004	Administrative Aide IV
ADA4-133-2004	Administrative Aide IV	ADA4-133-2004	Administrative Aide IV
FAWK2- 1-2002	Farm Worker II	FAWK2- 1-2002	Farm Worker II
HEO1-2-1998	Heavy Equipment Operator I	HEO1-2-1998	Heavy Equipment Operator
LABA2-2-2002	Laboratory Aide II	LABA2-2-2002	Laboratory Aide II
ADA3-168-2004	Administrative Aide III	ADA3-168-2004	Administrative Aide III
ADA3-169-2004	Administrative Aide III	ADA3-169-2004	Administrative Aide III
ADA3-175-2004	Administrative Aide III	ADA3-175-2004	Administrative Aide III
ADA3-187-2004	Administrative Aide III	ADA3-187-2004	Administrative Aide III
ADA3-188-2004	Administrative Aide III	ADA3-188-2004	Administrative Aide III
ADA3-191-2004	Administrative Aide III	ADA3-191-2004	Administrative Aide III
ADA3-192-2004	Administrative Aide III	ADA3-192-2004	Administrative Aide III
ADA3-193-2004	Administrative Aide III	ADA3-193-2004	Administrative Aide III
FAWK1- 1-2002	Farm Worker I	FAWK1- 1-2002	Farm Worker I
ADA1-169-2004	Administrative Aide I	ADA1-169-2004	Administrative Aide I
ADA1-170-2004	Administrative Aide I	ADA1-170-2004	Administrative Aide I
ADA1-171-2004	Administrative Aide I	ADA1-171-2004	Administrative Aide I
ADA1-172-2004	Administrative Aide I	ADA1-172-2004	Administrative Aide I
ADA1-177-2004	Administrative Aide I	ADA1-177-2004	Administrative Aide I
ADA1-178-2004	Administrative Aide I	ADA1-178-2004	Administrative Aide I
ADA1-180-2004	Administrative Aide I	ADA1-180-2004	Administrative Aide I
GEN. ADM. & SUPP. SERVICES		RESEARCH	
HEO2-1-2002	Heavy Equipment Operator II	HEO2-1-2002	Heavy Equipment Operator
ADA4-109-2004	Administrative Aide IV	ADA4-109-2004	Administrative Aide IV
ADA4-112-2004	Administrative Aide IV	ADA4-112-2004	Administrative Aide IV
ADA4-120-2004	Administrative Aide IV	ADA4-120-2004	Administrative Aide IV
ADA4-123-2004	Administrative Aide IV	ADA4-123-2004	Administrative Aide IV
ADA3-159-2004	Administrative Aide III	ADA3-159-2004	Administrative Aide III
ADA3-171-2004	Administrative Aide III	ADA3-171-2004	Administrative Aide III
ADA3-173-2004	Administrative Aide III	ADA3-173-2004	Administrative Aide III
ADA3-174-2004	Administrative Aide III	ADA3-174-2004	Administrative Aide III
ADA3-182-2004	Administrative Aide III	ADA3-182-2004	Administrative Aide III
ADA3-189-2004	Administrative Aide III	ADA3-189-2004	Administrative Aide III
ADA3-194-2004	Administrative Aide III	ADA3-194-2004	Administrative Aide III
ADA2-135-2004	Administrative Aide II	ADA2-135-2004	Administrative Aide II
ADA1-167-2004	Administrative Aide I	ADA1-167-2004	Administrative Aide I
GEN. ADM. & SUPP. SERVICES		EXTENSION	
SRAS1-7-1998	Science Research Specialist I	SRAS1-7-1998	Science Research Specialist I
SRAS1-8-1998	Science Research Specialist I	SRAS1-8-1998	Science Research Specialist I
SRAS-6-1998	Science Research Assistant	SRAS-6-1998	Science Research Assistant
SRAS-7-1998	Science Research Assistant	SRAS-7-1998	Science Research Assistant

ADA3-176-2004	Administrative Aide III	ADA3-176-2004	Administrative Aide III
ADA3-177-2004	Administrative Aide III	ADA3-177-2004	Administrative Aide III
ADA3-186-2004	Administrative Aide III	ADA3-186-2004	Administrative Aide III
ADA1-165-2004	Administrative Aide I	ADA1-165-2004	Administrative Aide I
ADA1-182-2004	Administrative Aide I	ADA1-182-2004	Administrative Aide I
GEN. ADM. & SUPP. SERVICES		AUXILIARY	
ADAS2-47-2004	Administrative Assistant II	ADAS2-47-2004	Administrative Assistant II
ADA6-93-2004	Administrative Aide VI	ADA6-93-2004	Administrative Aide VI
ADA4-117-2004	Administrative Aide IV	ADA4-117-2004	Administrative Aide IV
ADA3-166-2004	Administrative Aide III	ADA3-166-2004	Administrative Aide III
ADA3-178-2004	Administrative Aide III	ADA3-178-2004	Administrative Aide III
ADA1-166-2004	Administrative Aide I	ADA1-166-2004	Administrative Aide I
ADA1-168-2004	Administrative Aide I	ADA1-168-2004	Administrative Aide I
ADA1-174-2004	Administrative Aide I	ADA1-174-2004	Administrative Aide I
ADVANCED EDUCATION		GEN. ADM. & SUPP. SERVICES	
ADAS2-49-2004	Administrative Assistant II	ADAS2-49-2004	Administrative Assistant II
HIGHER EDUC. SERVICES		GEN. ADM. & SUPP. SERVICES	
HEO2-1-1998	Heavy Equipment Operator II	HEO2-1-1998	Heavy Equipment Operator
ADA3-197-2004	Administrative Aide III	ADA3-197-2004	Administrative Aide III
HIGHER EDUC. SERVICES		TOLOSA CAMPUS	
AP4-10-1998	Assistant Professor IV	AP4-10-1998	Assistant Professor IV
HIGHER EDUC. SERVICES		RESEARCH	
PROF5- 3-1998	Professor V	PROF5- 3-1998	Professor V
PROF3- 7-1998	Professor III	PROF3- 7-1998	Professor III
PROF1- 2-1998	Professor I	PROF1- 2-1998	Professor I
PROF1-14-1998	Professor I	PROF1-14-1998	Professor I
APRO3- 4-1998	Associate Professor III	APRO3- 4-1998	Associate Professor III
AP4- 7-2002	Assistant Professor IV	AP4- 7-2002	Assistant Professor IV
INST3- 1-2002	Instructor III	INST3- 1-2002	Instructor III
INST3- 7-2002	Instructor III	INST3- 7-2002	Instructor III
INST1- 8-2002	Instructor I	INST1- 8-2002	Instructor I
INST1- 5-2002	Instructor I	INST1- 5-2002	Instructor I
INST1-26-1998	Instructor I	INST1-26-1998	Instructor I
ADA6-101-2004	Administrative Aide VI	ADA6-101-2004	Administrative Aide VI
ADA4-145-2004	Administrative Aide IV	ADA4-145-2004	Administrative Aide IV
HIGHER EDUC. SERVICES		EXTENSION SERVICES	
PROF6-26-1998	Professor VI	PROF6-26-1998	Professor VI
INST1- 9-2002	Instructor I	INST1- 9-2002	Instructor I
INST1-19-2002	Instructor I	INST1-19-2002	Instructor I
ADA1-184-2004	Administrative Aide I	ADA1-184-2004	Administrative Aide I
HIGHER EDUC. SERVICES		AUXILIARY SERVICES	
GUIDC1-2-1998	Guidance Counselor I	GUIDC1-2-1998	Guidance Counselor I
VILLABA CAMPUS		HIGHER EDUCATION SERVICES	
AP4-25-2002	Assistant Professor IV	AP4-25-2002	Assistant Professor IV
TOLOSA CAMPUS		HIGHER EDUCATION SERVICES	
AP3- 1-2002	Assistant Professor III	AP3- 1-2002	Assistant Professor III
RESEARCH SERVICES		HIGHER EDUCATION SERVICES	
PROF6-18-1998	Professor VI	PROF6-18-1998	Professor VI
PROF4- 1-2002	Professor IV	PROF4- 1-2002	Professor IV
APRO5-13-2002	Associate Professor V	APRO5-13-2002	Associate Professor V
APRO5-14-2002	Associate Professor V	APRO5-14-2002	Associate Professor V
APRO5-18-2002	Associate Professor V	APRO5-18-2002	Associate Professor V
AP4-23-2002	Assistant Professor IV	AP4-23-2002	Assistant Professor IV
INST3-10-2002	Instructor III	INST3-10-2002	Instructor III
INST3- 9-2002	Instructor III	INST3- 9-2002	Instructor III
INST2- 6-2002	Instructor II	INST2- 6-2002	Instructor II
INST1-21-2002	Instructor I	INST1-21-2002	Instructor I
ADA3-211-2004	Administrative Aide III	ADA3-211-2004	Administrative Aide III
RESEARCH SERVICES		EXTENSION SERVICES	
AP4-19-2002	Assistant Professor IV	AP4-19-2002	Assistant Professor IV
ADA6-107-2004	Administrative Aide VI	ADA6-107-2004	Administrative Aide VI

EXTENSION SERVICES		GEN. ADM. & SUPP. SERVICES	
ADA3-213-2004	Administrative Aide III	ADA3-213-2004	Administrative Aide III
EXTENSION SERVICES		HIGHER EDUCATION SERVICES	
AP2- 4-2002	Assistant Professor II	AP2- 4-2002	Assistant Professor II
INST1-22-2002	Instructor I	INST1-22-2002	Instructor I
INST1-23-2002	Instructor I	INST1-23-2002	Instructor I
AUXILIARY SERVICES		HIGHER SERVICES	
ADA3-214-2004	Administrative Aide III	ADA3-214-2004	Administrative Aide III
AUXILIARY SERVICES		RESEARCH SERVICES	
ENG2-4-1998	Engineer II	ENG2-4-1998	Engineer II
AUXILIARY SERVICES		EXTENSION SERVICES	
ADA3-218-2004	Administrative Aide III	ADA3-218-2004	Administrative Aide III

Submitted by:

Teresita L. Quinanola
TERESITA L. QUINANOLA
HRMO IV
101304

Noted:

Pme
PACIENCIA P. MILAN
President

EXCERPTS FROM THE APPROVED MINUTES OF THE NON-ACADEMIC PERSONNEL BOARD MEETING HELD AT THE OFFICE OF THE VICE PRES. FOR ADMIN & FINANCE DATED SEPT. 23, 2004 at 2:20 p.m.

7. Presently, the Plantilla of the Leyte State University does not reflect the actual deployment of our faculty and staff due to promotion and transfer of our administrative staff within the University. The faculty positions were also not in their appropriate budgetary function due to the filling up of vacant positions based on NBC 461 evaluation result instead of requesting for additional funding from DBM. Hence, it is requested that some positions be transferred based on their actual deployment. This will be submitted to the Department of Budget and Management for updating the formatted plantilla for the next calendar year.

NAPB Action:
Recommending approval.

Teresita L. Quinanola
TERESITA L. QUINANOLA
NAPB Secretary



LEYTE STATE UNIVERSITY

6521-A Visca, Baybay, Leyte, Philippines

Office of the University President

27 October 2004

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

Ladies/Gentlemen:

I am hereby endorsing the recommendation for the **“Conversion/Upgrading of Some Administrative Positions”** in the LSU-External Campuses. The recommendation was approved and endorsed by the University Non-Academic Personnel Board.

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

Very truly yours,

A handwritten signature in black ink, appearing to read 'P. Milan'.

PACIENCIA P. MILAN
President

BOARD ACTION : _____
DATE : 27 October 2004

LEYTE STATE UNIVERSITY

ViSCA, Baybay, Leyte

CONVERSION/UPGRADING OF POSITIONS FOR BOARD OF REGENTS' APPROVAL

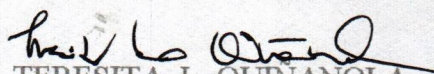
CONVERSION

<u>Tolosa Campus</u>						
From	SG	S1	Salary	Other Compen'n	Total Personal Services	Savings
Mechanic 1	4	1	78264	39,223.68	117,487.68	
To						
Security Guard 1	3	1	72468	38,345.16	<u>110,813.16</u>	
				Total		P 6,674.52

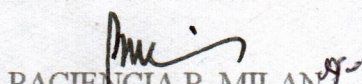
UPGRADING

<u>Tolosa/Villaba Campus</u>						
From						
School Lib. III	12	8	159288	55,698.56	214,986.56	
Pub. Health Nurse 1	12	1	151620	55,189.40	<u>206,809.40</u>	
				Sub-Total	<u>421,795.96</u>	
To						
Coll. Librarian I	13	1	142044	52,192.28	194,236.28	
Pub. Health Nurse II	16	1	169176	55,209.12	<u>228,385.12</u>	
				Sub-Total	<u>422,621.40</u>	
				Total		(825.44)
Net Savings						P 5,849.08

Submitted by:


TERESITA L. QUINANOLA
HRMO IV
090104

Noted:

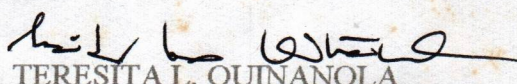

PACIENCIA P. MILAN
President

Excerpt from the approved minutes of the Non-Academic Personnel Board Meeting held at the office of the Vice President for Admin & Finance dtd Aug. 23, 2004.

- Based on the previous approval of NAPB to convert the vacant positions as requested by Tolosa Campus, a computation of the amount saved from the conversion/upgrading of positions and the amount required for the conversion/upgrading of positions is presented (see illustration) for approval.

NAPB Action:

Recommending for approval subject to endorsement of the University President for BOR approval. This is in accordance with the authority granted to SUC to undertake staffing modifications without need of prior approval from the Dept. of Budget & Mgt. (DBM) subject, however, to prior approval from the SUCs governing boards.


TERESITA L. QUINANOLA
NAPB Secretary