



LEYTE STATE UNIVERSITY  
Visca, Baybay, Leyte 6521 A  
Philippines

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

USE OF INCOME

Board Resolution No. 50, s. 2004

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


PARTICULARS	AMOUNT	REMARKS
<b>MAIN CAMPUS</b> <i>For the Period February to April 2004</i>		
<b>A. TUITION FEES AND OTHER SCHOOL FEES</b> <u>Instruction Use/Augmentation</u>		
Personal Services	15,000	The amount shall be used to cover the additional funding requirements for labor and to cover the payment of 1/2 CY 2004 cash gift and bonus and other additional funding requirements under P.S. Expenditure services.
Maintenance and Other Operating Expenses	2,350,890	The amount herein proposed shall be used to augment our MOOE deficiencies especially for electricity consumption 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	1,172,395	The amount requested shall be used for the repair of the Cebu Office building, purchase of one (1) unit FARGO Card Printer, and other equipment needed in instruction.
<b>Total for Instruction Use/Augmentation</b>	<b>3,538,285</b>	
<b>B. INCOME FROM BUSINESS OPERATIONS and OTHER SERVICES</b>		
Personal Services	291,200	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	2,504,110	The amount shall be used to cover the operating requirements of the projects and other requirements of the different servicing units of the university.
Capital Equipment Outlay	330,605	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>3,125,915</b>	
<b>GRAND TOTAL</b>	<b>6,664,200.00</b>	

Board Action: APPROVED

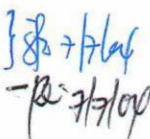
Date: 25-Jun-04

Attachment: N

Certified True and Correct:

  
DANIEL M. TUDTUD JR.  
Board Secretary

cc: FMO  
Budget Office  
Accounting Office





**LEYTE STATE UNIVERSITY**

6521-A Visca, Baybay, Leyte, Philippines

Office of the University President

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23 June 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  
*University President*

BOARD ACTION : \_\_\_\_\_  
DATE : 23 June 2004


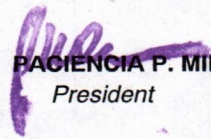


# LEYTE STATE UNIVERSITY

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>						
Tuitions and Other Fees	2,229,206.13	267,379.50	200,000.00	427,843.34	53,235.70	3,177,664.67
Income for Other Services	1,817,364.87	25,838.00				1,843,202.87
Income from Business Operations	347,452.19					347,452.19
Other Income	4,772,778.97	28,868.75				4,801,647.72
<b>TOTAL ACTUAL DEPOSITS</b>	<b>9,166,802.16</b>	<b>322,086.25</b>	<b>200,000.00</b>	<b>427,843.34</b>	<b>53,235.70</b>	<b>10,169,967.45</b>
<b>II. PROJECTED EXPENSES</b>						
<b>A. TUITION AND OTHER FEES</b>						
<b>Instruction Use/Augmentation</b>						
Personal Services	15,000.00			28,200.00		43,200.00
Maintenance & Other Operating Expenses	2,350,890.00	223,456.25	200,000.00	364,822.60	53,235.70	3,192,404.55
Capital/Equipment Outlay	1,172,395.00	98,630.00		135,000.00		1,406,025.00
<b>Sub-total</b>	<b>3,538,285.00</b>	<b>322,086.25</b>	<b>200,000.00</b>	<b>528,022.60</b>	<b>53,235.70</b>	<b>4,641,629.55</b>
<b>B. INCOME FROM BUSINESS OPERATIONS AND OTHER SERVICES</b>						
Personal Services	291,200.00					291,200.00
Maintenance & Other Operating Expenses	2,504,110.00					2,504,110.00
Capital/Equipment Outlay	330,605.00					330,605.00
<b>Sub-total</b>	<b>3,125,915.00</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>3,125,915.00</b>
<b>TOTAL PROJECTED EXPENSES</b>	<b>6,664,200.00</b>	<b>322,086.25</b>	<b>200,000.00</b>	<b>528,022.60</b>	<b>53,235.70</b>	<b>7,767,544.55</b>
<div> <div> Certified Correct:    <b>VELMA P. BONTUYAN</b>  Budget Officer III </div> <div> Concurred by:    <b>PACIENCIA P. MILAN</b>  President </div> </div>						

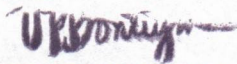

\*\* Includes the unutilized income of P101,265.94



**PROPOSED BUDGETARY BREAKDOWN**

**USE OF INCOME**

*For the Period February to April 2004*

Particulars	Amount	Remarks
Maintenance and Other Operating Expenses	2,504,110.00	The amount shall be used to cover the operating requirements of the projects and other requirements of the different servicing units of the university.
Capital/Equipment Outlay	330,605.00	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>3,125,915.00</b>	
<b>Grand Total</b>	<b>6,664,200.00</b>	
Certified Correct:		Verified by:
 <b>VELMA P. BONTUYAN</b> Budget Officer III		 <b>NORMA V. CALA</b> Director for Finance



# LEYTE STATE UNIVERSITY

Main Campus

Visca, Baybay, Leyte

## COMPUTATION OF PROPOSED SPECIAL BUDGET FOR USE OF INCOME

Allotment Class	Acct Code	Account Title	Total Obligations Mar-May	Prev. Approved Requests	Deficiency	This Request	Total Instruction Share	Univ. Share	Sub-total	Busn. Operations	Grand Total
Personal Services	703	Salaries and Wages-Par-time/SA	-	5,000.00	(5,000.00)				-		-
	705	Salaries and Wages-Casual	52,550.44	20,875.00	52,550.44	50,000.00		15,000.00	15,000.00	35,000.00	50,000.00
	706	Salaries and Wages-Contractual	-	10,000.00	(10,000.00)				-		-
	707	Salaries & Wages-EL	-	1,000.00	(1,000.00)				-		-
	715	Clothing/Uniform allowance	2,000.00	-	2,000.00	2,000.00			-	2,000.00	2,000.00
	715C	Clothing/Uniform allowance	12,000.00	-	12,000.00	12,000.00			-	12,000.00	12,000.00
	717	Productivity Incentive Allowance	2,000.00	-	2,000.00	2,000.00			-	2,000.00	2,000.00
	720	Honoraria	160,330.00	25,000.00	135,330.00	200,000.00			-	200,000.00	200,000.00
	723	Overtime and Night Pay	1,647.00	-	1,647.00	2,000.00			-	2,000.00	2,000.00
	731	RLIP	724.68		724.68	1,000.00			-	1,000.00	1,000.00
	731C	RLIP	2,945.16	2,950.00	(4.84)	5,000.00			-	5,000.00	5,000.00
	732	PAG-IBIG Contributions	100.00	-	100.00	100.00			-	100.00	100.00
	732C	PAG-IBIG Contributions	500.00	500.00	-	1,000.00			-	1,000.00	1,000.00
	733	PHILHEALTH Contributions	75.00	381.00	(306.00)				-		-
	733C	PHILHEALTH Contributions	337.50		337.50	500.00			-	500.00	500.00
	734	ECC Contributions	30.00		30.00	100.00			-	100.00	100.00
	734C	ECC Contributions	150.00	150.00	-	500.00			-	500.00	500.00
	711C	PERA	4,226.08	4,000.00	226.08	5,000.00			-	5,000.00	5,000.00
	712C	ADCOM	4,226.08	4,000.00	226.08	5,000.00			-	5,000.00	5,000.00
	724C	Cash Gift	9,311.06	-	9,311.06	10,000.00			-	10,000.00	10,000.00
	725C	Year End Bonus	7,500.00	-	7,500.00	10,000.00			-	10,000.00	10,000.00
<b>Total Personal Services</b>			260,653.00	73,856.00	207,672.00	306,200.00	-	15,000.00	15,000.00	291,200.00	306,200.00



**LEYTE STATE UNIVERSITY**

Main Campus

Visca, Baybay, Leyte

**COMPUTATION OF PROPOSED SPECIAL BUDGET FOR USE OF INCOME**

Allotment Class	Acct Code	Account Title	Total Obligations Mar-May	Prev. Approved Requests	Deficiency	This Request	Total Instruction Share	Univ. Share	Sub-total	Busn. Operations	Grand Total
MOOE	104	Petty Cash Fund	2,000.00	2,000.00	-						
	123	Due from Officer and Employees	66,500.00		66,500.00	66,500.00	-	66,500.00	66,500.00		66,500.00
	160	Medical, Dental and Lab. Supplies Invy.	1,512.00	6,811.00	(5,299.00)		-		-		-
	202	Land Improvements	13,683.00		13,683.00	15,000.00	15,000.00		15,000.00		15,000.00
	211	Office Buildings		5,469.00	(5,469.00)		-		-		-
	215	Other Structures	16,456.40	45,470.00	(29,013.60)		-		-		-
	221	Office Equipment	29,968.00	38,068.00	(8,100.00)	30,000.00	8,680.00	15,000.00	23,680.00	6,320.00	30,000.00
	222	Furniture and Fixtures	243,006.50	35,513.00	207,493.50	250,000.00	45,000.00	60,000.00	105,000.00	145,000.00	250,000.00
	223	IT Equipment and Software	67,617.00	78,594.00	(10,977.00)	75,000.00	28,000.00	14,177.00	42,177.00	32,823.00	75,000.00
	224	Library Books		82,650.00	(82,650.00)		-		-		-
	229	Communication Equipment		8,980.00	(8,980.00)		-		-		-
	233	Medical, Dental and Laboratory Equipment		56,411.00	(56,411.00)		-		-		-
	235	Sports Equipment	5,437.00		5,437.00	5,500.00	5,500.00		5,500.00		5,500.00
	236	Technical and Scientific Equipment		4,950.00	(4,950.00)		-		-		-
	240	Other Machineries and Equipment	1,750.00		1,750.00	2,000.00	-		-	2,000.00	2,000.00
	751	Traveling Expenses-Local	108,663.14	147,060.00	(38,396.86)	100,000.00	45,000.00	29,500.00	74,500.00	25,500.00	100,000.00
	753	Training Expenses	25,000.00	18,990.00	6,010.00	25,000.00	13,500.00	5,500.00	19,000.00	6,000.00	25,000.00
	754	Scholarship Expenses	97,311.50	212,438.00	(115,126.50)		-		-		-
	755	Office Supplies Expenses	322,225.10	204,506.00	117,719.10	200,000.00	43,503.00	62,000.00	105,503.00	94,497.00	200,000.00
	756	Accountable Forms Expenses	8,610.00		8,610.00	50,000.00	8,610.00		8,610.00	41,390.00	50,000.00



**LEYTE STATE UNIVERSITY**

Main Campus

*Visca, Baybay, Leyte***COMPUTATION OF PROPOSED SPECIAL BUDGET FOR USE OF INCOME**

Allotment Class	Acct Code	Account Title	Total Obligations Mar-May	Prev. Approved Requests	Deficiency	This Request	Total Instruction Share	Univ. Share	Sub-total	Busn. Operations	Grand Total
	757	Animal/Zoological Supplies Expenses	50,175.00	25,000.00	25,175.00	50,000.00	-		-	50,000.00	50,000.00
	758	Food Supplies Expenses	249,182.68	110,000.00	139,182.68	200,000.00	-	30,000.00	30,000.00	170,000.00	200,000.00
	760	Medical, Dental and Lab Supplies Expenses	45,539.90	134,130.00	(88,590.10)		-		-		-
	761	Gasoline, Oil and Lubricants Expenses	314,999.82	85,000.00	229,999.82	350,000.00	1,000.00	150,000.00	151,000.00	199,000.00	350,000.00
	762	Agricultural Supplies Expenses	7,376.00	22,627.00	(15,251.00)		-		-		-
	763	Textbooks and Instructional Materials Expenses	275.00	61,975.00	(61,700.00)		-		-		-
	765	Other Supplies Expenses	67,491.09	70,527.00	(3,035.91)	50,000.00	24,000.00	5,000.00	29,000.00	21,000.00	50,000.00
	766	Water Expenses	225.81	105.00	120.81	500.00	-	500.00	500.00		500.00
	767	Electricity Expenses	2,374,599.12	1,675,000.00	699,599.12	700,000.00	250,000.00	250,000.00	500,000.00	200,000.00	700,000.00
	768	Cooking Gas Expenses		1,275.00	(1,275.00)		-		-		-
	771	Postage and Deliveries	21,336.00	2,720.00	18,616.00	20,000.00	-	20,000.00	20,000.00		20,000.00
	772	Telephone Expenses-Landline	147,824.84	124,532.00	23,292.84	75,000.00	14,000.00	25,000.00	39,000.00	36,000.00	75,000.00
	773	Telephone Expenses-Mobile	4,455.00	7,394.00	(2,939.00)	5,000.00	-	5,000.00	5,000.00		5,000.00
	774	Internet Expenses	2,128.91	1,067.00	1,061.91	5,000.00	-	5,000.00	5,000.00		5,000.00
	775	Cable,Satellite,Telegraph and Radio Expenses		20,000.00	(20,000.00)		-		-		-
	778	Membership Dues and Contributions to Orgns.	12,000.00	1,000.00	11,000.00	20,000.00	-	20,000.00	20,000.00		20,000.00
	780	Advertising Expenses	1,200.00	6,056.00	(4,856.00)		-		-		-
	781	Printing and Binding Expenses	79,130.75	52,732.00	26,398.75	50,000.00	20,000.00	20,000.00	40,000.00	10,000.00	50,000.00
	782	Rent Expenses	8,050.00	500.00	7,550.00	10,000.00	-		-	10,000.00	10,000.00
	783	Representation Expenses	7,030.00	2,035.00	4,995.00	15,000.00	-	7,500.00	7,500.00	7,500.00	15,000.00
	784	Transportation and Delivery Expenses		420.00	(420.00)		-		-		-



# LEYTE STATE UNIVERSITY

Main Campus

Visca, Baybay, Leyte

## COMPUTATION OF PROPOSED SPECIAL BUDGET FOR USE OF INCOME

Allotment Class	Acct Code	Account Title	Total Obligations Mar-May	Prev. Approved Requests	Deficiency	This Request	Total Instruction Share	Univ. Share	Sub-total	Busn. Operations	Grand Total
	792	Auditing Services		11,681.00	(11,681.00)		-		-		-
	805	Reprs & Maint-Electrict'n,Power & Energy Struct.		54,000.00	(54,000.00)		-		-		-
	811	Repairs & Maint-Office Buildings	48,726.90	68,557.00	(19,830.10)	50,000.00	18,000.00		18,000.00	32,000.00	50,000.00
	812	Repairs & Maint-School Building	134,580.75	103,991.00	30,589.75	75,000.00	40,000.00	20,000.00	60,000.00	15,000.00	75,000.00
	814	Repairs & Maint-Markets & Slaughterhouses	829.00	9,430.00	(8,601.00)		-		-		-
	815	Repairs & Maint-Other Structures	380,075.65	55,000.00	325,075.65	400,000.00	62,989.55	39,010.45	102,000.00	298,000.00	400,000.00
	821	Repairs and Maint-Office Equipment	5,320.00		5,320.00	10,000.00	-	1,920.00	1,920.00	8,080.00	10,000.00
	823	Repairs & Maint-Furniture & Fixtures	49,559.00	16,596.00	32,963.00	50,000.00	15,000.00	20,000.00	35,000.00	15,000.00	50,000.00
	830	Repairs & Maint-Const'n and Heavy Equip't	1,466.00		1,466.00	2,000.00	-		-	2,000.00	2,000.00
	832	Repairs & Maint-Hospital Equipment	640.00		640.00	1,000.00	-		-	1,000.00	1,000.00
	836	Repairs & Maint-Technical & Scientific Equip't		16,500.00	(16,500.00)		-		-		-
	840	Repairs & Maint-Other Machineries & Equip't	10,532.30	1,575.00	8,957.30	15,000.00	-		-	15,000.00	15,000.00
	841	Repairs & Maint-Motor Vehicles	73,303.06	66,101.00	7,202.06	75,000.00	-	30,000.00	30,000.00	45,000.00	75,000.00
	850	Repairs & Maint-Other Property,Plant & Equip't	52,500.00		52,500.00	65,000.00	-	2,000.00	2,000.00	63,000.00	65,000.00
	851	Repairs & Maint-Roads, Highways and Bridges	59,020.00	51,706.00	7,314.00	20,000.00	-		-	20,000.00	20,000.00
	857	Repairs & Maint-Waterways,Aqueducts & etc.	2,000.00		2,000.00	2,000.00	-		-	2,000.00	2,000.00
	878	Donations	30,300.00		30,300.00	35,000.00	-	35,000.00	35,000.00		35,000.00
	883	Extraordinary Expenses		7,000.00	(7,000.00)		-		-		-
	891	Taxes,Dties and Licenses		1,000.00	(1,000.00)		-		-		-
	892	Fidelity Bond Premiums	7,669.00	1,125.00	6,544.00	10,000.00	-	10,000.00	10,000.00		10,000.00
	893	Insurance Expenses	398,532.88		398,532.88	400,000.00	195,750.00	179,250.00	375,000.00	25,000.00	400,000.00



# LEYTE STATE UNIVERSITY

Main Campus

Visca, Baybay, Leyte

## COMPUTATION OF PROPOSED SPECIAL BUDGET FOR USE OF INCOME

Allotment Class	Acct Code	Account Title	Total Obligations Mar-May	Prev. Approved Requests	Deficiency	This Request	Total Instruction Share	Univ. Share	Sub-total	Busn. Operations	Grand Total
	950	Other Services	495.00		495.00	500.00	-		-	500.00	500.00
	969	Other Services	811,476.50	186,200.00	625,276.50	1,250,000.00	154,000.00	215,500.00	369,500.00	880,500.00	1,250,000.00
	969S	Other Services	14,355.00		14,355.00	25,000.00	-		-	25,000.00	25,000.00
<b>Total MOOE</b>			6,484,140.60	4,002,467.00	2,481,673.60	4,855,000.00	1,007,532.55	1,343,357.45	2,350,890.00	2,504,110.00	4,855,000.00
<b>CO-EO</b>	212	School Buildings	68,795.00	258,713.00	(220,094.00)		-		-		
	215	Other Structures	547,648.05	170,000.00	407,824.05	608,000.00	-	512,181.00	512,181.00	95,819.00	608,000.00
	221	Office Equipment	105,435.99	99,400.00	6,035.99	250,000.00	12,500.00	224,714.00	237,214.00	12,786.00	250,000.00
	223	IT Equipment and Software	328,063.04	169,900.00	158,163.04	200,000.00	29,900.00	68,100.00	98,000.00	102,000.00	200,000.00
	227	Agricultural, Fishery & Forestry Equipt	24,999.00		24,999.00	25,000.00	25,000.00		25,000.00		25,000.00
	229	Communication Equipment	-	119,300.00	(119,300.00)		-		-		-
	233	Medical,Dental, & Laboratory Equipt	113,600.00		113,600.00	120,000.00	-	120,000.00	120,000.00		120,000.00
	234	Military & Polic Equipmment	-	16,000.00	(16,000.00)		-		-		-
	236	Technical and Scientific Equipment	216,329.15	159,000.00	57,329.15	100,000.00		100,000.00	100,000.00		100,000.00
	240	Other Machineries and Equipment	190,645.50		190,645.50	200,000.00	15,000.00	65,000.00	80,000.00	120,000.00	200,000.00
<b>Total CO/EO</b>			1,595,515.73	992,313.00	603,202.73	1,503,000.00	82,400.00	1,089,995.00	1,172,395.00	330,605.00	1,503,000.00
<b>Grand Total</b>			8,340,309.33	5,047,761.00	3,292,548.33	6,664,200.00	1,089,932.55	2,448,352.45	3,538,285.00	3,125,915.00	6,664,200.00
Prepared by:							Verified Correct:				
VELMA P. BONTUYAN Budget Officer III							NORMA V. CALA Director for Finance				