



VISAYAS STATE UNIVERSITY

Visca, Baybay, Leyte 6521-A
Philippines

Tel: +63 53 335 2600; Fax: +63 53 335 2601

e-mail: opvisca@mozcom.com; website: www.vsu-visca.edu.ph

Office of the President

19 March 2009

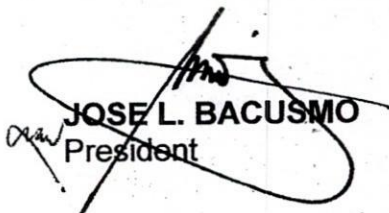
MEMORANDUM CIRCULAR NO. 18

Series of 2009

T O: All College Deans, Center Directors, Department/Office Heads
**R E: Guidelines in Granting Official Time to VSU Faculty and Staff
for Team Building and Educational/Cultural Trips**

Attached are the Guidelines in Granting Official Time to Faculty and Staff for Team Building and Educational/Cultural Trips approved on May 14, 2008 by the University Administrative Council effective this year. You are all enjoined to follow these guidelines for your planned team building and educational/cultural trips.

For your guidance and compliance.


JOSE L. BACUSMO
President

cc: OVPAF
HRMDO

GUIDELINES IN GRANTING OFFICIAL TIME TO VSU FACULTY AND STAFF FOR TEAM BUILDING AND EDUCATIONAL/CULTURAL TRIPS

Implementing Guidelines:

1. All units of the University shall furnish the OVPAF through the HRMDO Designated Training Officer their intention to have team building or educational/cultural tour, specifying their preferred dates, location and number of personnel involved. Each unit may avail of either team building or tour every year. However, every unit is required to have at least one team building activity every 4 years or whenever it has a new office head. The OVPAF may suggest group tours from different offices especially for travel abroad and/or arrange for a team building coordinator, if needed.
 2. For team building, the number of days for official time shall range from 1-2 days depending upon the number of personnel or group of units involved and the distance of the activity from the university. Team building should include discussion on the vision, mission and goals of the University and how the units can contribute to their attainment. The core values of the institution and how each individual can contribute/imbibe such values are also included. The team building must be conducted only in Region VIII. Extension of travel leave while on team building for recreational purposes even if the leave is charged to the personnel concerned is discouraged.
 3. For cultural/educational tour, the number of days for official time is a maximum of 5 days. Extension of leave charge to leave credits may be allowed especially if the trip is abroad.
 4. Use of government vehicle maybe allowed provided that the requesting party shall take care of the gasoline, per diem of the driver and other expenses related to the trip. The flat rate for vehicles used maybe waived.
 5. Service units such as the Security Office, VSU Hospital, etc. shall maintain a skeletal force during the Team Building or educational trips so as not to jeopardize their operation.
 6. All Team Building or Educational/Cultural Tour is subject to final approval of the University President.
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MINUTES OF THE 70th University ADCO MEETING
Wednesday – 14 May 2008
FARMI Conference Room
Visayas State University
Visca, City of Baybay, Leyte

Proposal to Grant Official Time to VSU Faculty and Staff for Team Building and Educational Tour Activities

President Bacusmo inquired from the Council if they had any comments on the proposal.

Dr. Palomar pointed out that the purpose of conducting the team building exercise is to develop closeness and therefore, it need not be conducted in a far place. Based on the proposal, team building activities be confined to the Province of Leyte preferably in Baybay because Baybay is trying to develop its own tourist facilities and we are encouraging people to patronize these places.

Dr. Palomar further commented that there is a need to come up with a definition of what team building really is to differentiate it from an educational tour. Team building seeks to develop closeness among the members of the office while an educational tour is basically a “feel good” activity.

The President commented that suggested that having it in Leyte is a bit restrictive and suggested instead that such trips be expanded to the whole of Region 8. The President likewise informed the Council that there is a strong move in the Senate to go for a federal form of government. What this means for us is that we have to start thinking “regional”.

Regarding expenses that will be incurred, Dr. Cano informed the Council that *“government regulations allow for team building to be conducted especially for administrative personnel including the attendant expenses of such activities”*. This is because administrative units do not have projects or external funding where the cost of such

activities may be charged. Dr. Cano narrated that at the SLSU, the University allocates a certain amount for such travels and if there is an excess, the personnel contribute. Therefore, Item No. 4 should no longer apply for as long as the request is approved.

President Bacusmo indicated that all requests will subject to the approval by the President. If ever such requests are not approved, then it should be shouldered by the requesting personnel.

The President also mentioned that maybe, the "flat rate" for the vehicles will be implemented on trips outside of Region 8. In the past, those who request for use of vehicle outside the region purchase brand new tires in lieu of the flat rate.

Dr. Guarte commented that the University should provide for some financial assistance for this type of privilege and eliminating the "flat rate" is in order.

The President suggested that the last sentence of Item No. 5 be removed and replaced with "The flat rate for vehicles used may be waived".

Dr. Cano informed the body that the HRMDO is now programming the "educational/cultural tours" as well as the "team building" activities for better coordination and to ensure that there a "skeletal force" is left behind.

The President pointed out that that this is the job of Ms. Myrna U. Ramirez of the HRMDO.

Dr. Guarte suggested that implementation of this proposal be placed directly under the VP for Administration and Finance rather than with the VP for Planning and Resource Generation.

Dr. Palomar indicated that he had no objections and explained that the main reason his office prepared the proposal was that they had the contacts at different places that may be visited.

The President thanked Dr. Palomar for preparing the proposal.

Dr. Roberto C. Guarte moved for the approval of the proposal, as modified. Dr. Manuel K. Palomar seconded the motion.

The University ADCO passed:

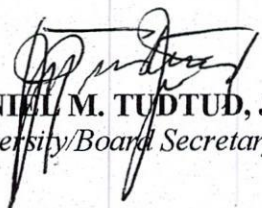
University Administrative Council
Visayas State University
Visca, Baybay, Leyte

Resolution No. 27
Series of 2008

Recommending to the Board of Regents the approval of the proposal to grant Official Time to VSU Faculty and Staff for Teambuilding/Educational/Cultural Trips, as modified.

Univ. ADCO Action: APPROVED
Date: 14 May 2008

Certified True and Correct:


DANIEL M. TUDTUD, JR.
University/Board Secretary

Cy # 5017
5/4

PROPOSAL TO GRANT OFFICIAL TIME TO VSU FACULTY AND STAFF
FOR TEAM BUILDING AND EDUCATIONAL/CULTURAL TRIP

Rationale:

The university has a program to maintain its academic excellence especially of its faculty members using measures such as publication, graduate degrees obtained, training conducted/attended, etc. To effectively harness their potential, these personnel are also grouped according to specialization, discipline or function usually with an office head that more often than not is designated to the position. In order for them to perform efficiently, cohesively and with personal satisfaction, team building for the unit (including the support staff) and a cultural/recreational break for the staff are encouraged by the Administration. The combination of mental, social and physical interaction is a smart move to keep well-balanced and happy personnel in any organization.

While the academic program is firmly established, the program on team building and cultural/recreational cum educational tours is subject to every unit's initiative. It is hereby proposed that the Office of the Vice President for Planning and Resource Generation will coordinate this non-academic pursuit for the university using the following set of guidelines.

Implementing Guidelines:

1. All units at the university shall furnish the OVPPRG their intention to have team building or cultural/educational tour, specifying their preferred dates, location and number of personnel involved. Each unit may avail of either team building or tour every year but every unit is required to have at least one team building activity every 4 years or whenever it has a new office head. The OVPPRG may suggest group tours from different offices especially for travel abroad and/or arrange for a team building coordinator, if needed.
2. For team building, the number of days for official time shall range from 1-2 days depending upon the number of personnel or group of units involved and the distance of the activity from the university. Team building should include discussion on the vision, mission and goals of the university and how the units can contribute to their attainment. The core values of the institution and how each individual can contribute/imbibe such values are also included. As much as possible, the team building must be conducted only in Leyte, preferably in Baybay and its vicinity. Extension of travel leave while on team building for recreational purposes even if the leave is charged to personnel is discouraged.
3. For cultural/educational tour, the number of days for official time is a maximum of 5 days. Extension of leave charged to leave credits shall be allowed especially if the trip is abroad.
4. Expenses for the aforementioned activities are personal but maybe charged to projects from external sources or as allowed by government regulations except for per diem of participants.
5. Use of government vehicle may be allowed provided that the requesting party shall take care of the gasoline, per diem of driver and other expenses related to the trip. Flat rates for vehicle use may be waived for travels only within the island of Leyte.
6. Service units such as Security Office, VSU Hospital, etc. shall maintain a skeletal force during Team Building or educational trips so as not to jeopardize their operation.