

VISAYAS STATE COLLEGE OF AGRICULTURE
Baybay, Leyte

OFFICE OF THE PRESIDENT

May 9, 1995

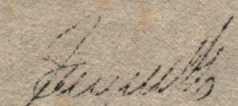
MEMORANDUM NO. 59
Series of 1995

T O: Project Managers of RF Auxiliary Services
R E: Management Guidelines In The Operation Of Auxiliary Services
Under The Revolving Fund Scheme

1. By virtue of the approval by the Board of Trustees under Board Resolution No. 8, Series of 1995 during its 127th BOT meeting held on January 6, 1995 at VISCA, Baybay, Leyte, the "PROPOSED MANAGEMENT GUIDELINES IN THE OPERATION OF AUXILIARY SERVICES UNDER THE REVOLVING FUND SCHEME" is hereby enforced effective on the date cited above.

2. All Project Managers of RF Auxiliary Services are hereby enjoined to comply fully, willingly and diligently with all the provisions contained in the said guidelines for efficient and effective operation and management of the projects under their care.

3. For strict compliance.


SAMUEL S. GO
President

cc: Vice Pres. for Adm. & Chairman, BOM, IGP
Department Heads/Directors/Units/Office Heads Concerned
Administrative Officer
COA

PROPOSED MANAGEMENT GUIDELINES IN THE OPERATION OF AUXILIARY SERVICES UNDER THE REVOLVING FUND SCHEME

I. Introduction:

The Visayas State College of Agriculture is now operating two kinds of revolving fund projects, namely: agricultural and auxiliary services projects. RF projects under the agricultural production include the following: Rice Farm A & B, Seedbank A, B, & C, Poultry A & B, Piggery A & B and Pineapple; while the auxiliary services RF projects are composed of the following: Hostel, Pavilion, Infirmary, Printing Press, Graduate Dormitories, Undergraduate Dormitories, ERHS Dormitories, PPO mimeographing & Allied Services, VMO Lodging and VCO Lodging. Guidelines for operating and managing the agricultural production RF projects has long been evolved and this provided the detailed bases for project managers and other staff members evolved in operating and managing these projects. On the other hand, Auxiliary Services operated under the revolving fund scheme was relying solely on the provisions of DBM Circular Letter No. 92-B which was issued and took effect only last November 18, 1992. The provisions contained in it is quite general and made the work of LUAPD difficult to operationalize especially in its monitoring and implementing activities of all projects under it. To provide necessary directions in its operation and management which is imperative to achieve desired results, it is this compelling reason that these guidelines is hereby formulated.

II. Objectives:

1. To enable LUAPD to operationalize its role in monitoring and implementing college policies, memoranda, administrative orders, circular letters and other related orders relative to the operations of auxiliary services operated under the RF scheme.
2. To provide the implementing college units the needed directions to complement/supplement the instruction, research and extension program of the college thru the different departments/centers/units.
3. To make management and supervision of all RF Auxiliary Services projects efficient and efficacious.

III. Organizational Set-up

President

Vice President for Administration

Board of Management

Director, LUAPD

Head of Office

Head, APO

Facilitative Staff

1. Dormitory Manager

2. HOSTEL Manager

3. Infirmary Manager

4. Pavilion/Guest House
Manager

5. PPO M & A S Manager

6. Printing Press Manager

7. ViSCA Cebu Office
Lodging Manager

8. ViSCA Manila Office
Lodging Manager

IV. The Board of Management:

The Board of Management shall compose of five members with the Vice President for Administration as Chairman, while one serve as the Secretary and three as members. There shall be one BOM for both the Agricultural Production and the Auxiliary Services RF projects, whose composition are the same for both. The Board of Management is appointed by the College President, whose term is co-terminous with that of the appointing official, unless sooner revoked/terminated by the President and/or voluntarily resigns.

A. Functions of the BOM:

1. Approves budgetary requirements and project plans.
2. Formulates management policies and guidelines for the different Auxiliary Services Projects operated under RF.
3. Review proposals of new projects and recommends to the Vice President for Administration for approval.

4. Conducts periodic visitation (at least ONCE a month) and evaluation of the records, activities and programs of the different projects.
5. Assists the APD head in the preparation of quarterly and yearly reports for submission to the President
6. Recommends the suspension and/or transfer the system of operation of non-viable RF projects.
7. Assists with the Director, LUAPD in the revision/ designing of various project forms.

B. Functions of the Chairman, BOM:

1. Presides over Board meeting.
2. Reviews report prepared by the accounting office and APD Head.
3. Approves project transactions/project reports when the amount exceeds P25,000.00.

C. Functions of the Secretary, BOM:

1. Keeps minutes of Board meetings.
2. Provides/furnish every member of the BOM a certified copy of all BOM minutes
3. Assists the Chairman, BOM in reviewing the annual report.
4. Schedules BOM meetings in consultation with the Chairman, BOM.
5. Performs other functions as requested by the Chairman.

D. Functions of the Director, LUAPD

1. Reviews and recommends budget proposal of the project manager for approval of the BOM.
2. Reviews and recommends approval of monthly reports of the projects.
3. Recommends for approval appointments of project managers.

4. Provides supervision over the operation of the Agribusiness Project Office.
5. Serve as member of the BOM of all income generating project activities of the college whether operated as RF or non-RF.
6. Recommends revision of project report forms.

E. Functions of the Head, APO

1. Implements the policies/guidelines approved by the Board of Management.
2. Coordinates with the dept./center/unit/office heads in the operation and management of the project.
3. Keeps important business records of the projects such as financial, monthly project reports and analysis.
4. Prepares appointment of the project managers in coordination/consultation with the dept./center/unit/office heads where the project belongs.
5. Assist the accounting division in preparing the financial report.
6. Reviews monthly project reports and analyses the financial status of the project.
7. Prepares quarterly and yearly reports.

F. Functions of the Project Manager

1. Prepares project plan and budget for approval by BOM.
2. Oversees the day to day project activities.
3. Prepares monthly and annual project reports in consonance with existing memoranda, administrative orders, circulars.
4. Signs for all project properties.
5. Submits other reports as maybe required by the BOM or Head, APO.

VI. Compensation in Lieu of Overtime Pay

Handling projects and/or performing support functions to auxiliary projects is an additional work/burden or responsibility to an employee concerned which usually entails overtime work in order not to disrupt his regular duties and functions but at the same time meet the scheduled dates for report submission and other job with set deadlines. It is therefore felt a necessity to compensate these employees concerned for performing additional work which are usually done by rendering overtime services.

Hence, compensation in lieu of overtime pay shall be paid to project managers and other support personnel involved in RF auxiliary projects, the total amount of which shall not exceed 50% of his annual salary following the provisions of National Budget Circular No. 410 as restated in Sec. 283 of the Government Accounting and Auditing Manual, Volume 1.

Basically, the rates of additional compensation in lieu of overtime pay shall not exceed P600.00 a month per project manager, provided that the additional compensation is taken from project income. Project managers with small project income may opt for smaller compensation, while those with bigger income may opt for the maximum amount.

VII. Special Provisions

1. Monthly project reports shall be prepared using the official/standard project report forms and shall be submitted in six (6) copies on or before the 5th day of the succeeding month.
2. A beginning and ending inventory reports shall be submitted at the end of January and December of every year by the project manager reflecting the actual value of the stocks.
3. Credit sales must be reflected in the monthly project report.
4. Credit sales shall be collected within a period of thirty (3) days from acquisition.
5. Uncollected credit sales after thirty (3) days becomes the liability/accountability of the manager.
6. No supplies, material and equipment shall be purchased without approved SIV's or RIV's unless in emergency cases.

7. Sales/collections must be remitted to the Cash Division whenever the amount/collection reaches five hundred pesos (P500.00).
8. Disciplinary actions must be recommended for erring project managers to the President for appropriate sanctions.
9. This guidelines shall take effect upon approval by the DOT thru a college memorandum issued by the College President.