



LEYTE STATE UNIVERSITY

Visca, Baybay, Leyte 6521-A

Philippines

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Office of the President

2 October 2002

MEMORANDUM CIRCULAR NO. 63

Series of 2002

T O: All Vice Presidents, Directors, Deans and Unit Heads

R E: Consultation Meeting

Please attend a consultation meeting on October 11, 2002 at the CCE. Important issues related to procurement, accounting and budgeting shall be discussed. Please bring one (1) Clerk in charge of the processing and handling of financial documents to this meeting.

The meeting shall start at exactly 1:00 o'clock in the afternoon. Please come on time.


PACIENCIA P. MILAN
President

CONSULTATION MEETING

October 11, 2002

CCE Building

TOPIC 1: CY 2002 BUDGETARY MATTERS

➤ Summary of Overall Performance

<u>Accomplish- ment</u>	<u>Weighted Score</u>	<u>% Weight</u>	<u>Over-all Weighted Score</u>
Physical	4.7	30.0	1.41
Financial	2.9	20.0	0.58
Income	5.0	50.0	2.50
TOTAL		100.0	4.49

Adjectival Performance Equivalent

Outstanding

Recommended 100% or the amount of P58,996 T

➤ CY 2002 Status of Fund Releases

	<u>4th Qtr Appropriation</u>	<u>Allotment Released</u>	<u>Unreleased Appropriation</u>
PS	48,103,000	45,596,000	2,507,000
MOOE	7,976,000	4,055,000	3,921,000
RLIP	3,673,000	3,624,000	49,000
	59,752,000	53,275,000	6,477,000

➤ CY 2002 Status of Funds

TOPIC 2: CY 2003 BUDGET ALLOCATION

- ➡ **FY 2003 Budget Provision and Formula**
- ➡ **Budget Formula for MOOE Allocation**
- ➡ **Assigned Priority Weights**

	Program	Weight
Doctoral: (FTE-9)	Agricultural Education	1.00
	Others	3.50
Masteral: (FTE 9)	Ag. Education/Extension, Education	1.00
	Language Teaching	1.00
	Others	3.00
B.S. : (FTE-18)	Ag Chem, Eng'g., Stat., Biology	2.50
	Agribusiness major in Bus. Mgt.	0.75
	Agribusiness major in Crop Ent Mgt	1.00
	Ag. Education/Education	1.00
	Others including Agribusiness & BA	2.00
Vocational/Technical/Diploma - (FTE-18)		0.50
Laboratory High School - (FTE -15)		0.25

- ➡ **Special Provisions**

TOPIC 3: PROCUREMENT AND INVENTORIES

- **OP Memorandum No. 46, s. 2002 dated 26 June 2002**
- **PSO Unnumbered memo re: Submission of Requests & Procurement**
- **Accounting for Inventories**

Proposed Signatories

Voucher - Signatory in Box 1:

Extraordinary & Representation Exj - President

➡ **Income** - Approved guidelines per BOR# 23 dated 08 February 2002

OPEN FORUM