



LEYTE 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.lsu-visca.edu.ph

Office of the President

30 January 2006

MEMORANDUM CIRCULAR NO. 4

Series of 2006

T O: All Centers/Institutes/Offices and Academic Departments

R E: Income Generation Enhancement

One area of concern of the University is to achieve a sizable increase in income for the following objectives:


1. Augmentation to our dwindling government subsidy for maintenance and other operating expenses and/or capital outlays
2. To be able to achieve the maximum points needed in the evaluation of SUCs Leveling conducted by CHED and required for an outstanding rating in the mid-year and year-end performance review conducted by the DBM.

We must therefore, continue to give importance in the creation and enhancement of our income-generating projects along with increase in enrolment. Our records however, show that there are some existing agricultural projects that have no income but require a lot of inputs. In addition, there are some function-related activities that generate income but not remitted to the University.

It should be understood that government regulation requires that all moneys collected arising from receipts of any kind shall be remitted or deposited intact the full amount so received and collected and credited to the particular accounts to which the said moneys belong.

In order for the administration to monitor all income-generating projects/activities of the University, all heads of units are required to submit a report of these projects/activities undertaken to this office not later than February 15, 2006.

For compliance.


PACIENCIA P. MILAN
President