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STATE UNIVERSITY

OFFICE OF THE
PRESIDENT



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Memorandum Circular No. 187
Series of 2024

TO: All Concerned Personnel

RE: Implementation of Completed Staff Work (CSW) for BOR Proposals

FROM: DR. PROSE IVY G. YEPES
University President

DATE: August 22, 2024

As approved by the Management Committee during the July 12, 2024 MANCOM meeting, effective immediately, all personnel are required to apply the Guide to Completed Staff Work (CSW) for proposals submitted to the Board of Regents (BOR). This guide will serve as a reference for proponents, programs, and other related proposals.

The adoption of the CSW aims to enhance the effectiveness and efficiency of the operations within the Office of the Board of Regents, facilitated through the Office of the University/Board Secretary.

Please see the attached document for the detailed guide. For your information and usual support.

cc: University/Board Secretary
VPAA
VPAF
VPSAS
VPPRGAS
VPREI

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VISAYAS
STATE UNIVERSITY

BOR & UNIVERSITY SECRETARY

August 21, 2024

DR. PROSE IVY G. YEPES

President

Visayas State University

Visca, Baybay

Dear Madame:

Respectfully submitting the "Guide to a Completed Staff Work (CSW) for BOR Proposals" which will serve as reference to proponents of projects, programs and other proposals. It is our aim to provide an effective and efficient support in the operations of the Office of the Board of Regents. The guide was presented and approved during the meeting of the Management Committee.

Thank you for your usual support.

Very truly yours,


HAZELLE V. ASALDO, MDM

University and Board Secretary

BOR & UNIVERSITY SECRETARY

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GUIDE TO A COMPLETED STAFF WORK (CSW) FOR BOR PROPOSALS

*Business Process Improvement
Office of the University and Board Secretary*

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I. Quality Policy

The Visayas State University (VSU), a globally competitive university of science and technology and environmental conservation, is created by law to develop highly competitive human resource, cutting-edge scientific knowledge and innovative technologies for sustainable communities and environment.

Towards this end, we, at the Visayas State University, commit to:

- Produce highly competent, quality and world-class manpower in science and technology, especially for agriculture, environmental management and industry who are proficient in communication skills, critical thinking and analytical abilities;
- Generate and disseminate relevant knowledge and technologies that lead to improved productivity, profitability and sustainability in agriculture, environment and industry; and
- Satisfy the needs and applicable requirements of the industry, the community and government sectors who are in need of quality graduates and technology ready for commercialization through the establishment, operation, maintenance and continual improvement of a Quality Management System (QMS) which is aligned with the requirements of ISO 9001:2015.

It shall be the policy of the university that the quality policies and procedures are communicated to and understood by all faculty, staff, students and other stakeholders and that the system be continually improved for its relevance and effectiveness.

II. Purpose

The Completed Staff Work (Business Process Improvement) is a strategic process of ensuring all supporting documents are integrated to streamline steps, eliminate waste, reduce the consequences of human error, expedite the approval and to guide the proponents generate better quality projects/proposals.

III. Scope

- This process provides an effective and efficient support in the operations of the Office of the Board of Regents.
- Serve as guide to proponents of projects, programs and other proposals on how to produce proposals with the necessary information, tools and resources responsive to the needs and demands of VSU stakeholders.

IV. References

- RA 9158 - An Act Converting the Visayas State College of Agriculture into a State University to be known as the Leyte State University. (Lapsed into law on August 11, 2001)
- RA 7722 - Higher Education Act
- RA 8292 - Higher Education Modernization Act
- RA 9184 - Government Procurement Reform Act
- COA Circular No. 2023-004 - June 14, 2023, amending COA Circular No. 2012-001 dated June 14, 2012
- Memorandum from the Executive Secretary of the Republic of the Philippines dated January 3, 2018 (Directives applying to Foreign Travels of All Government Officials and Personnel in the Executive Department)
- CHED Memorandum No. 0001535 dated 24 July 2018 (Guidelines for Securing Authority to Travel Abroad for SUCs)
- EO No. 77 issued on March 15, 2019 (Prescribing Rules and Regulations and Rates of Expenses and Allowances for Official Local and Foreign Travels of Government Personnel)

V. Office of the University and Board Secretary: Legal Basis

Section 7 (*The Secretary of the University or College*) of RA 8292 otherwise known as “Higher Education Modernization Act of 1997” states “that the Board shall appoint a secretary who shall serve as such for both the *Board and the university or college* and shall keep all records and proceedings of the Board.

The office of the University and Board Secretary facilitates the conduct of the Board of Regents (BOR) meeting and the University Administrative and Academic Councils Meeting.

VI. Board Meetings

The Board of Regents shall regularly convene at least once every quarter. However, the Chairperson of the Board may, upon three (3) days prior written notice, call a Special Meeting whenever necessary. (*Sec. 12.4, RA 8292 IRR*)

A majority of 50% plus one (1) of all members holding office at the time of the meeting; provided, however, that either the Chairperson or the President of the University is among those present in the meeting.

In case of urgent matters requiring board action/resolution, the University President may secure a GB decision through a referendum i.e. if the GB cannot be convened for valid reasons.

VII. Council Meetings

There shall be two (2) University Councils: the University Academic Council and the University Administrative Council.

The University Administrative Council consisting of the University President as Chairperson, the Vice Presidents, Deans, Directors and other officials of equal rank as members and whose duty is to review and recommend to the Board policies governing the administration, management and development of the University. (Section 10, RA 9158)

The University Academic Council is composed of all members of the instructional staff, with a rank of not lower than assistant professor, as members and the University President as Chairperson. The UAC shall have the power to review and recommend curricular offerings and fix requirements for admission to the university, as well as for the graduation and conferment of degrees, subject to the approval of the Governing Board. It shall also have the disciplinary power over students and shall formulate academic policies and rules and regulations on discipline, subject to the approval of the Governing Board. (Section 11, RA 9158)

The University Councils shall meet at such times as the University President may determine. However, he/she may issue a call for special meeting upon the request of a majority of the members of the council. To maintain efficient management and governance, meetings will be established as follows:

1st Quarter: Second week of February

2nd Quarter: Second week of May

3rd Quarter: Second week of August

4th Quarter: Second week of November

Schedule may be subject to change upon notice, but once the date is set the OUBS sends a Notice of Meeting to the Council members through email or the university's Internet Protocol (IP) messenger.

All proposals for review and endorsement by the Council must be submitted **five (5) working days** prior to the final schedule of council meetings. While proposals needing revisions with complete staff work must be returned to the OUBS within **three (3) working days** after the conduct of the council meeting.

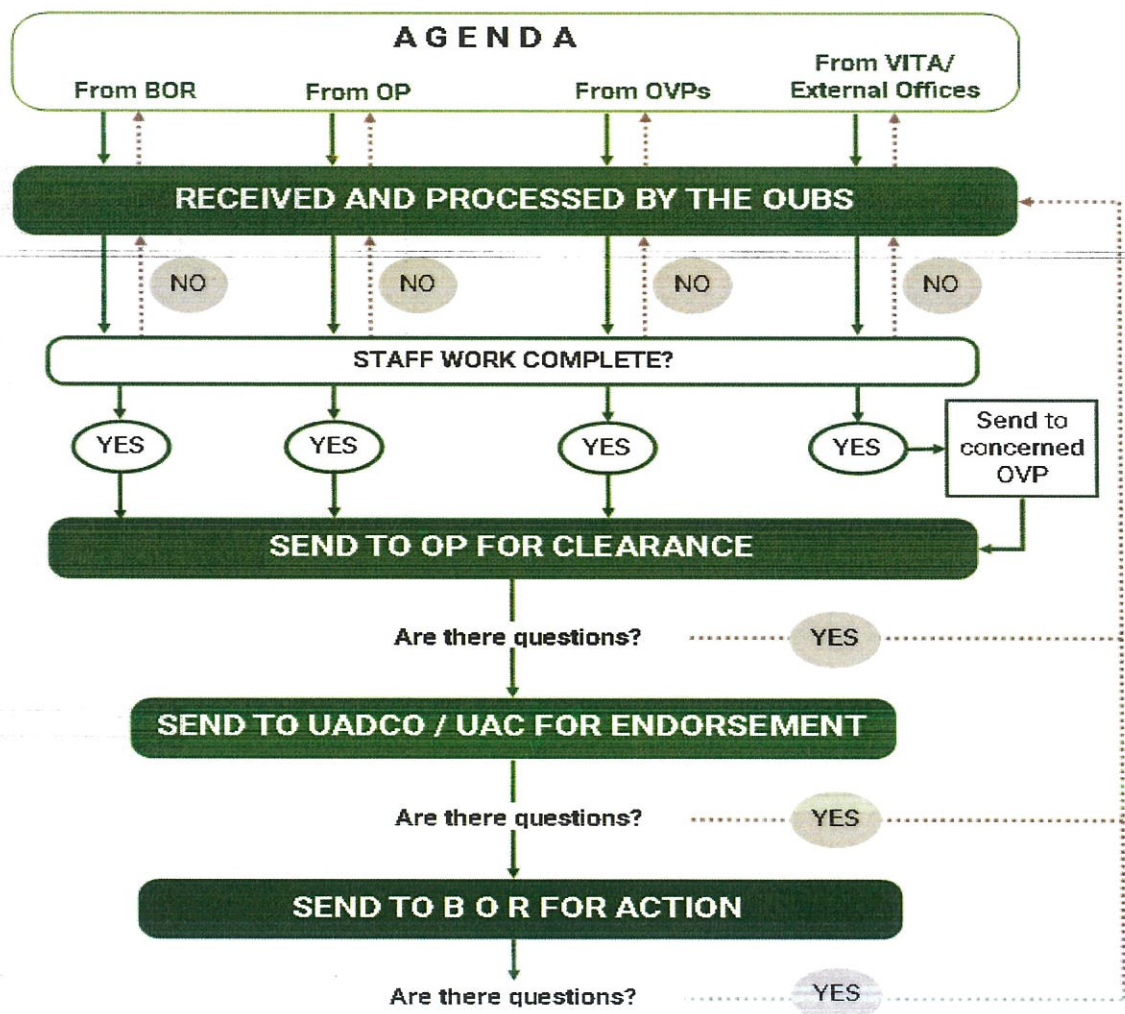
VIII. Setting the Provisional Agenda

1. Agenda items for the BOR meeting may come from the Office of the President (OP), Offices of the Vice Presidents (OVPs), BOR, Component Campuses and other external offices as approved by the President.

- a. All agenda items are received and validated by the OUBS for accuracy and completeness of supporting documents. Agenda items received from component campuses or external offices are referred to the concerned OVPs for comments and recommendations. If there are questions/recommendations, the OUBS sends these back to the concerned proponent for appropriate action.
- b. All items, without questions or already acted upon by the proponent are consolidated and forwarded to the OP for approval and inclusion in the BOR agenda.
- c. Agenda items from the OP for approval or confirmation of the Board are included in the agenda without going through the OVPs.
- d. Agenda items deferred by the Board for the next meeting are sent back to the proponent for further review or submission of additional documents or information.

THE PROCESS OF SETTING THE BOR PROVISIONAL AGENDA

Describes the process of setting the agenda for BOR meeting from the point when the document is sent to OUBS then through the process of approval for inclusion in the provisional agenda up until it is sent to the BOR for action.



2. The proponent shall consolidate all the requirements for a policy revision or a new university policy:

- a. Policy Brief
- b. Endorsement of the Legal Office
- c. Legal Basis
- d. Minutes of Committee Meetings
- e. Summary of Changes following the format
- f. Full copy of the policy (soft and hard copy)
- g. Full copy of the revised policy (soft and hard copy)

The policy sponsor prepares the complete staff work required for proposals and submits them to the OUBS, in accordance with pertinent policies and procedures and format.

IX. Completed Staff Work (CSW) for BOR Proposals

For proposals presented before the Governing Board, the following are the suggested supporting documents. Requirements may increase or decrease depending on the frequency of revisions or updates made by the proponent.

- **Soft Copies of all documents (raw file or scanned) to be sent to secretary@vsu.edu.ph.**
- **PowerPoint Slides of the Proposal and important supporting documents to be sent to secretary@vsu.edu.ph (if any)**

FOR FINANCIAL MATTERS:

Legal Basis:

Prescribing the Updated Documentary Requirements for Common Government Transactions under COA Circular No. 2023-004 - June 14, 2023, amending COA Circular No. 2012-001 dated June 14, 2012.

1. Program of Receipts and Expenditures (PRE) for Specific Fiscal Year

- a. Executive Brief
- b. Proposed BOR Resolution
- c. Endorsement of the BOR Finance Committee
- d. Endorsement of the Administrative Council
- e. Proposed PRE
- f. Statement of Balances for the Previous Year or the most recent Quarter
- g. Copy of the Proposed Schedule of Expenses (if applicable)
- h. Copies of Latest Bank Statements
- i. Copy of pertinent NEP or GAA

2. Annual Procurement Plan (APP) for Specific Fiscal Year (indicative, supplemental, final)

- a. Executive Brief
- b. Proposed BOR Resolution
- c. Endorsement of the BOR Finance Committee (if applicable)
- d. Endorsement of the Administrative Council
- e. Endorsement of the Bids and Awards Committee (BAC)
- f. Proposed APP (supplemental, indicative, or final)
- g. Annexes
 - Approved pertinent PRE
 - Statement of Balances for the Previous Year or the most recent Quarter
 - Consolidated PPMPs
 - Copy of pertinent NEP or GAA

3. Request for Utilization of Funds

- a. Executive Brief
- b. Proposed BOR Resolution
- c. Endorsement of the BOR Finance Committee
- d. Endorsement of the Administrative Council
- e. Proposed PRE
- f. Statement of Balances for the Previous Year or the most recent Quarter
- g. Budget Utilization Rate Report as of the latest Quarter
- h. Copy of the Proposed Schedule of Expenses (if applicable)
- i. Copies of Latest Bank Statements
- j. Copy of pertinent NEP or GAA

4. Declaration on the Use of Savings

- a. Executive Brief
- b. Endorsement of:
 - Administrative Council
 - BOR Finance Committee
- c. Statement of Financial Status and Source of Fund
 - i. Statement of Balances of relevant accounts as of the latest completed accounting period where the funds will be used
 - ii. Estimated financial requirements for the remaining months for the year
- d. Certificate of Availability of Funds for the CNA and Premium
- e. Legal Basis

5. New Fees

- a. Executive Brief
- b. Proposed BOR Resolution

- c. Endorsement of the BOR Finance Committee
- d. Endorsement of the Administrative Council
- e. Detailed Proposal on the institution of New Fees
- f. Pertinent Legal Basis (CMO, BOR Resolutions, Circular, Law, etc.)

6. Commencement of Bidding for Infrastructure Projects

- a. Executive Brief
- b. Proposed BOR Resolution
- c. Endorsement of the BOR Finance Committee
- d. Endorsement of the Administrative Council
- e. Comprehensive Project Profile
- f. Fund Source
 - Certificate of Availability of Fund
 - Copy of Page in APP showing the Project
 - Copy of GAA (Fund 101) or Approved PRE (Fund 164)
- g. Proposed Design of the Building
 - Special Order-Design and Build Committee
 - Conceptual Designs
 - Program of Works (POW) or Budgetary Program of Work
- h. Proposed Advertisement (Invitation to Bid)
 - Draft Publication (with Date of Procurement Timelines)
 - Certification of the Availability of Bidding Documents by the Head of the BAC Secretariat
 - Draft Instruction to Bidders
- i. Commencement of Bidding
 - Designation of BAC, TWG
 - BAC Resolution recommending Commencement of Bidding

7. Commencement of Bidding for Goods and Services

- a. Executive Brief
- b. Proposed BOR Resolution
- c. Endorsement of the Administrative Council
- d. Comprehensive Project Profile
- e. Proposed Fund Source
 - Certificate of Availability of Fund
 - Copy of Page in APP showing the Project
 - Copy of GAA (Fund 101) or Approved PRE (Fund 164)
- f. Technical Specifications
 - Purchase Request
 - Terms of Reference (if applicable)
 - Program of Works (if applicable)
- g. Proposed Advertisement (Invitation to Bid)
 - Draft Publication (with Date of Procurement Timelines)
 - Certification of the Availability of Bidding Documents by the Head of the BAC Secretariat
 - Draft Instruction to Bidders
- h. Commencement of Bidding
 - Designation of BAC and TWG

- BAC Resolution recommending commencement of bidding

8. Award of Contracts (Bidded): Infrastructure Projects

- a. Executive Brief
- b. Proposed BOR Resolution
- c. Endorsement of the Administrative Council
- d. Executive Brief or Comprehensive Project Profile
- e. BOR Resolution Approving the Commencement of Bidding
- f. Fund Source
 - Certificate of Availability of Fund
 - Copy of Page in APP showing the Project
 - Copy of GAA (Fund 101) or Approved PRE (Fund 164)
- g. Design of the Building
 - Special Order-Design and Build Committee
 - Conceptual Designs
 - Program of Works (POW)
 - Comments/Evaluation by the Design and Build Committee (DBC)
 - Approval of Design Scheme by the DBC
- h. Pre-Procurement Conference
 - Minutes of Meeting (Pre-Proc)
 - Special Order BAC
- i. Advertisement (Invitation to Bid Posting)
 - Certification of the BAC Chairman
 - Copy of Publication
 - Copy of PhilGEPS (Screenshot) Posting
- j. Pre-bid Conference
 - Excerpts of the Minutes of Meeting during the Prebid Conference
- k. Opening of Bids
 - Minutes of Meeting during Opening of Bids
 - Checklist of Eligibility Requirements
 - Abstract of Bids as Read and as Calculated
 - Certification of ongoing and completed projects by other government agencies
 - Single Largest Completed Contract (SLCC)
 - Proof of financial capability
 - Tax Clearance
 - Copy of PHILGEPS Registration
- l. Post Qualification Evaluation
 - Special Order – TWG
 - Post-Qualification Report of TWG
 - Certification of Inspection
 - Office premises of the winning contractor
 - Yard and Equipment
 - Pictures of the inspection conducted (TWG members must be in the pictures)
 - Certification of Slippage or No-Slippage for Ongoing and Completed Projects
- m. Award
 - BAC Resolution recommending Award

- Draft Notice of Award
 - Draft Notice to Proceed
 - Draft Contract between the Procuring Entity and the Winning Contractor
- n. Draft Board of Regents Resolution

9. Procurement of Vehicle

Step 1. Seek BOR Approval of the Purchase (Commencement of Bidding Requirement)

- a. Executive Brief
- b. Endorsement of the Administrative Council
- c. Duly Accomplished Motor Vehicle Inventory Form (certified correct/signed by the agency head), prescribed under Annex B of National Budget Circular No. 446
- d. *Inventory and Inspection Report of Unserviceable Equipment covering the vehicle intended to be replaced
- e. User-official, deployment by organizational unit, and/or activity/purpose for which the vehicle will be used
- f. Approved pertinent Annual Procurement Plan (APP) as prescribed by GPPB Circular No. 07-2015,
- g. Approved pertinent Operating Budget
- h. Proposed Fund Source
 - Certificate of Availability of Fund;
 - Copy of Page of an approved APP showing the Project; or Copy of GAA (Fund 101) or Approved PRE (Fund 164)
- i. Technical Specifications
 - Purchase Request
 - Terms of Reference (if applicable)
 - Warranty
 - Other Details: Supply, Delivery, Installation of Parts, etc.
- j. Proposed Advertisement (Invitation to Bid)
- k. Draft Publication (with Date of Procurement Timelines)
- k. Commencement of Bidding Requirements
 - Designation of BAC and TWG
 - BAC Resolution recommending Commencement of Bidding

Step 2 Seek BOR Approval of Award of the Contract/Purchase Order

- OPRP/DBM Clearance

10. Award of Contracts (Bidded): Goods and Services

1. Executive Brief
2. Proposed BOR Resolution
3. Endorsement of the Administrative Council
4. Comprehensive Project Profile
5. BOR Resolution Approving the Commencement of Bidding
6. Fund Source
 - Certificate of Availability of Fund
 - Copy of Page in APP showing the Project

- Copy of GAA (Fund 101) or Approved PRE (Fund 164)
- 7. Technical Specifications
 - Purchase Request / Purchase Order
 - Terms of Reference or Program of Works
- 8. Pre-Procurement Conference
 - Minutes of Meeting (Pre-Proc)
 - Special Order BAC
- 9. Advertisement (Invitation to Bid Posting)
 - Certification of the BAC Sec Head
 - Copy of Publication
 - Copy of PhilGEPS (Screenshot) Posting
- 10. Pre-bid Conference
 - Excerpts of the Minutes of Meeting during the Prebid Conference
- 11. Opening of Bids
 - Minutes of Meeting during Opening of Bids
 - Checklist of Eligibility Requirements
 - Abstract of Bids as Read and as Calculated
 - Certification of ongoing and completed projects by other government agencies
 - Single Largest Completed Contract (SLCC)
 - NFCC and other proof of financial capability
 - Tax Clearance
 - Copy of PHILGEPS Registration
- 12. Post Qualification Evaluation
 - Special Order – TWG
 - Post-Qualification Report of TWG
 - Certification of Inspection
 - Office premises of the winning contractor/Supplier
 - Yard and Equipment
 - Pictures of the inspection conducted (TWG members must be in the pictures)
 - Certification of Slippage or No-Slippage for Ongoing and Completed Projects
- 13. Award
 - BAC Resolution recommending Award
- 14. Draft Notice of Award
- 15. Draft Notice to Proceed
- 16. Draft Contract between the Procuring Entity and the Winning Contractor
- 17. Draft Board of Regents Resolution

11. Request for Declaration of Failure of Bidding

1. Executive Brief
2. Detailed Proposal (details of the request) addressed to the HOPE
3. Legal Basis
4. Pertinent endorsement of:
 - BAC
 - Administrative Council
 - BOR Finance Committee
5. Procurement Activities Documentary Evidences:

- Pre-Procurement Conference
 - i. Minutes of Meeting (Pre-Proc)
 - ii. Special Order BAC
 - Advertisement (Invitation to Bid Posting)
 - Pre-bid Conference
 - Opening of Bids
 - i. Excerpts of the Minutes of Meeting
 - Post Qualification Evaluation
 - i. Excerpts of the Minutes of Meeting
 - Award
 - i. Excerpts of the Minutes of Meeting
6. Draft Board of Regents Resolution

ACADEMIC MATTERS:

A. New Curricular/Program Offerings/Revision

1. CHED Certification "Noting" the proposed Revision/Offering of the Curriculum
2. Academic Council Resolution
3. BOR Approval Certification (Number, Series, passing date), if applicable (for proposals for Curriculum Revisions)
4. Certificate of Conformance to related local and national Academic Policies and Standards
5. Feasibility Study (for new program offerings)
 - a. Soft Copy
 - b. Hard Copy
 - c. With Complete Signatures
6. Minutes of the Meetings of Public Consultations conducted including Pictures and Attendance Sheets
7. Proposed Curriculum
 - a. Institutional Outcomes and Program Outcomes
 - b. Comparison between Existing Curriculum (with Notes on the Legal Basis such CMO, RA etc.) and the Proposed Curriculum (if applicable) per program
 - c. Course Descriptions
 - d. Curriculum Map
 - e. Proposed and Existing Program of Study (Prospectus) – with signatures of the proponents
 - f. Proposed Course Syllabi
8. Certificate of Availability of Funds for Use of Fund 164 – if applicable

B. Candidates for Graduation

1. Executive Brief
2. Signed Academic Council Resolution
3. Signed Actual Candidates for Graduation

4. Proposed BOR Resolution

C. Approval of the Additional Subjects/Units (for Existing Programs)

1. Executive Brief
2. Academic Council Resolution
3. Related Endorsements (e.g. Local Review Committee chaired by the Director of the Quality Assurance Center with members
4. Other Legal Basis
5. Original Prospectus (with BOR Approval)
6. Revised Prospectus (incorporating) the recommended changes
7. Related Excerpts of Minutes of the Meeting of the Academic Council discussing the matter
8. Approved related communication (prepared by the proponents)
9. Other Legal Basis (CHED Memo, RQUAT Findings, etc.)

D. Manual of Operations

1. Executive Brief
2. Academic Council Resolution
3. Endorsement of:
 - a. the Planning Officer or ISO-QMR or the Proper Review Committee
 - b. Endorsement to the BOR by the University President
4. Actual Operations Manual

E. Proposed Retention Policy or Amendment Thereto

1. Executive Brief
2. Academic Council Resolution
3. Endorsements needed:
 - a. the Legal Office
 - b. Endorsement to the BOR by the University President
4. Content of the Policy

ADMINISTRATIVE MATTERS:

A. Creation or Establishment of a separate College within a University

1. Executive Brief
2. Proposed Letter addressed to the President and the President's endorsement to the BOR
3. Proposed Organizational Structure of the New College
4. Feasibility Study
5. Proof of Compliance to the pertinent CMO of the courses to be offered
6. Academic Council Resolution
7. Supporting Legal Basis

- a. Endorsement of the University Curriculum and Review Committee (for new Programs)
- b. RQUAT/AACCUP relevant findings (if applicable)
- c. Program Curriculum (Approved by the BOR)
- d. Benchmarking done with at least 3 SUCs (with Report and relevant documents such as BOR Reso., pictures, manual, etc. as applicable)

B. Creation or Unit/College within a University

1. Executive Brief
2. Proposed Letter addressed to the President and the President's endorsement to the BOR
3. Proposed Organizational Structure of the New Unit (showing how it will fit in the overall organizational structure of the University.
4. Proposed Personnel to be designated in the Offices
5. Proposed Programs, Projects, and Activities of the proposed Unit
6. Proposed Yearly Budget Allocation for the Unit
7. List of Offices, sub-offices/sections to be created, with functional descriptions
8. Joint Administrative-Academic Council Resolution (as applicable)
9. Copy of Legal Basis/es

C. Proposed Organizational Structure (New and Amendments)

1. Executive Brief
2. Proposed Letter addressed to the President and the President's endorsement to the BOR
 - a. Must state effectivity
3. Proposed Organizational Structure of the New College
4. Detailed Function of Offices
5. Endorsements needed:
 - a. Joint Administrative/Academic Council Resolution
 - b. Endorsement of the President to the BOR (action on the letter will suffice)

D. Change of Cheque/Check Signatories

- a. Executive Brief
- b. Endorsed Letter Request (thru channels)
 - Must be endorsed to the BOR by the President
- c. For updating of cheque signatories, copy of BOR approval of the previous list of cheque signatories
- d. Legal Basis

E. Request for Delegated Authority

- a. Executive Brief
- b. Written Request (thru channels) from the proponent
 - Must include rationale
 - Specify the limits of specific authorities being sought
 - Specify effectivity
- c. Endorsements needed:
 - appropriate Council / Committee

- Management Committee
- Legal Office

F. Manuals (Operations)

- a. Executive Brief
- b. Endorsement of:
 - Endorsement to the BOR by the University President
 - Administrative/Academic Council which every is applicable
 - Any other the relevant review Committee/Council as may be required by existing rules and regulations
- c. Copy of the Manual (Hard and Soft Copy)
- d. Certification from the Head of the Unit/College/Campus that the Contents of the Manual comply with pertinent existing government laws and University's rules and regulations.
- e. Minutes and Documentations of the Consultations Conducted

G. Promotion/Reclassification/Appointment of Employees

- a. Executive Brief
- b. Summary of Evaluation of Candidates
 - i. CHED-DBM JC 3 s. 2022 Evaluation (for Faculty Items/Positions)
 - ii. NAPB Evaluation Ratings (Faculty and Staff) of all Candidates and Applicants (with Actual Rank Results)
- c. Endorsement of the NAPB signed by the HRMO as Secretary
 - i. With Endorsement of the University President
- d. Copy of Compliance with Publication Requirements (in the Website or conspicuous areas in the Campus)
- e. Summary of the Qualifications of the Candidates based on existing pertinent government rules and regulations
- f. Certification/Copy of List of Unfilled-up positions in the University
- g. Actual List of Available Faculty/Admin Staff Positions

H. Scrap and Build of Positions

- Executive Brief
- Letter-request:
 - i. specify the list of items to be "scrapped" and list of positions to be created out of the available fund equivalent to scrapped plantilla items.
 - ii. Justification of the acceptability of scrapping specific items and the need to create the new positions
 - iii. Signed by the proponent
 - iv. With Endorsement of the University President to the BOR
- Certification from the Director, HRMO that the Positions are available (Certification/Copy of List of Unfilled-up positions in the University)
- Endorsements needed:
 - i. Admin/Academic Council
 - ii. BOR Finance Committee
- Legal Basis
- Annexes:
 - i. Inventory of Existing Plantilla Positions
 - ii. Approved Organizational Structure

I. Travel Abroad Requirements for University President

Step 1: Secure endorsement of International Affairs Staff (CHED IAS) of the legitimacy of the event/activity/inviting organization. The SUCs are advised to submit these complete documents at least six (6) weeks prior to the scheduled trip.

Requirements:

1. Letter-request to CHED IAS
2. Invitation
3. Credentials of the inviting organization
4. Background of the Event/Activity
5. Re-entry Plan

Step 2: Secure BOR Approval of the Travel Abroad

The SUCs are advised to submit these complete documents at least four (4) weeks prior to the scheduled trip.

- Request for Referendum (if applicable)
- Referendum Resolution

Step 3: Secure Travel Authority from CHED Chair

The SUCs are advised to submit these complete documents at least two (2) weeks prior to the scheduled trip.

Requirements:

1. Request Letter
2. Invitation Letter
3. IAS Endorsement
4. Designation of an OIC (Special Order) signed the University President
5. Board Resolution or Referendum Resolution approving the travel and source of Fund
6. Itinerary of Travel
7. List of Previous Travels
8. Leave Form (if Personal)
9. Re-entry Plan

Additional Requirements:

1. Breakdown of Expenses
2. Certification of Availability of Funds
3. University officials who will be accompanying the President and its justification

Rules and Legal Basis:

1. Memorandum from the Executive Secretary of the Republic of the Philippines dated January 3, 2018 (Directives applying to Foreign Travels of All Government Officials and Personnel in the Executive Department)
2. CHED Memorandum No. 0001535 dated 24 July 2018 (Guidelines for Securing Authority to Travel Abroad for SUCs)
3. EO No. 77 issued on March 15, 2019 (Prescribing Rules and Regulations and Rates of Expenses and Allowances for Official Local and Foreign Travels of Government Personnel)

- J. Confirmation of Designation/Promotion of University Officials/Personnel
- Copy of the Special Order
 - Consolidated List

RESEARCH AND EXTENSION MATTERS

1. Executive Brief
2. Research Committee Resolution
3. Academic or Admin Council Resolution
4. Detailed Proposal
5. Pertinent Legal Documents

LEGAL MATTERS

MOU/MOA

- Executive Brief
- Letter request to the President (must have the endorsement of the President to the BOR)
- Academic or Admin Council Resolution
- Draft MOA/MOU
- Endorsement from Legal Office
- CHED IAS Endorsement (For Foreign Country-based Organizations only)
- Letter request endorsed by the President.

Renewal of Collective Negotiation Agreement

- Executive Brief
- Letter request to the President seeking approval of the BOR of the renewal of the CNA
- Academic or Admin Council Resolution
- Copy of the CNA
- Endorsement from Legal Office

Policy-related and Other Matters

Generic Proposals

1. Executive Brief
2. Academic or Admin Council Resolution
3. Draft MOA/MOU
4. Endorsement of the Office Legal Affairs
5. Letter request endorsed by the President.

OTHER MATTERS

A. Generic Proposal

1. Executive Brief
2. Academic or Admin Council Resolution

3. Detailed Proposal
4. Pertinent Legal Documents

X. TIMELINES

Timelines are to be strictly followed because the documents are expected to have been received by all Members of the Board and the Chair five (5) days before the Board meeting (in accordance with CHED Admin Order No. 6, s. 2014)

XI. DOCUMENT FORMAT AND PREPARATION GUIDELINES

Proposals received by the University and Board Secretary are sorted, reviewed, reproduced, and packaged. Hence, these documents submitted to the Office shall conform to the following format for easier and faster review and packaging:

Pagination

1. All documents shall have proper pagination (for easy reference of the Board)
2. Use of Line Numbers is encouraged
3. The proponents are advised to put the page of the document to the lower *right* portion of the page
4. The proponents must have the upper right hand side corner of the page to the Pagination specifically reserved for use of the Board Secretary during consolidation

Margins

1. To ensure that no data will be inadvertently obstructed or removed during the ring binding/packaging process, the following format of the page margins shall be followed:
 - a. Top: 0.5 inches
 - b. Bottom: 0.5 inches
 - c. Left: 1.5 inches
 - d. Right: 0.5 inches

Font

1. All documents are advised to use **"Roboto"** Font for all data
2. Colors of the Font should be black.
3. Size of the font should not be smaller than 9 pts for regular texts/content. Titles and sub-titles must be at least 12 pts and not more than 13 pts.

Page Setup

1. The default orientation for all documents is "Portrait". An exemption to this rule is when the information contained in the documents is best presented in matrix form.
2. The size of all documents should be **8.3 inches x 11.7 inches (A4)**

3. The margins of the page must follow this: left: 1.5 inches, top: 0.5 inch, bottom: 0.5 inch, right: 0.5 inch

Paragraph and Spacing

- Default set-up of paragraph spacing is Single Spacing

Tables

- Tables must have titles
- Tables that span across more than one page shall have automatic repeating column headers

Pictures

- Pictures must have proper and sufficient captions

Authenticity and Accuracy of Content

- All documents should contain accurate information
- Each page must be properly initialed by the proponents before submission to the Office of the Board Secretary
- The proponents are required to retain an extra copy of the documents submitted to the Board
- Complete required/authorized signatures

Reproduction

1. Steps:
 - a. BOR Sec Review. Prior to reproduction, the proponents are required to seek the endorsement of the Board Secretary. The Board secretary shall inspect the content of the proposals and recommend changes whenever necessary or final reproduction.
 - b. Printing and Reproduction. Proponents are advised to reproduce all the documents by the number of printed/hard copies to be given by the Board Secretary (usually at least 12 copies).
 - c. Delivery of all Agenda Folders to the BOR Members at least 5 days before the BOR Meeting. OUBS sends a copy of the printed Agenda with supporting documents to the BOR members.
2. A separate digital copy of all documents (preferably in PDF Format) should be sent to the Board secretary through secretary@vsu.edu.ph or may be given through a portable drive
3. Digital copies shall include the following (if applicable):
 - a. PowerPoint Presentation of the Executive Brief (for use of the University President)
 - b. Pictures of Items for use or reference of the Board
 - c. PowerPoint Presentations with small Texts shall have an equivalent hard copy.

- d. The PowerPoint presentation shall use the official template issued.
4. All digital copies shall be in the hands of the Board Secretary 10 days before the Board meeting.

Prepared by:


HAZELLE VILLA-ASALDO
Board Secretary

Note:

Approved during the Management Committee Meeting on July 12, 2024 at OP Board Room, VSU.