



VISAYAS
STATE UNIVERSITY

OFFICE OF THE
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MEMORANDUM NO. 551

Series of 2025

TO: All Faculty, Staff, Students, and other stakeholders

RE: BOR Referendum No. 07, s. 2025 Approval of Guidelines on LED Wall and Sound System Rental Rates

FROM:  PROSE IVY G. YEPES
University President

DATE: March 31, 2025

The undersigned is respectfully forwarding to you the BOR Referendum No. 07, s. 2025 approving the proposed guidelines/policy on rental rates for the use of LED Wall and Sound System in the Visayas State University.

This is for your information and usual support.

cc: **Hazelle V. Asaldo**, BOR Secretary
Crislin Cruz-Cortez, Director, BARGO
Glenn G. Pajares, VP for Planning and Development

OFFICE OF THE PRESIDENT

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Page 1 of 1
FM-00P-01
V06 01-23-2025
No. 25-551



BOR REFERENDUM NO. 07

Series of 2025

APPROVING THE PROPOSED GUIDELINES/ POLICY ON RENTAL RATES FOR THE USE OF LED WALL AND SOUND SYSTEM IN VISAYAS STATE UNIVERSITY

WHEREAS, Republic Act No. 8292, also known as the "Higher Education Modernization Act of 1997," grants state universities and colleges (SUCs) the authority to manage their assets efficiently and generate income to support their educational programs and infrastructure development;

WHEREAS, CHED Memorandum Order No. 20, Series of 2011, provides guidelines on the utilization of SUC income, allowing revenue-generating initiatives such as facility rentals to support financial sustainability and institutional development;

WHEREAS, the LED wall and sound system installed at the RDE Hall and Gymnasium represent significant technological investments of Visayas State University, which, while primarily intended for academic and institutional use, have untapped potential for broader utilization, particularly in external engagements;

WHEREAS, a structured rental policy, including defined rates, usage guidelines, and assigned operational personnel, will ensure the proper management and accountability of these resources while prioritizing academic and institutional needs;

WHEREAS, this proposal was presented by the Director of the Business and Resource Generation Office and endorsed by the University Administrative Council during its first quarter meeting on 14 February 2025;

WHEREAS, the standard rental rates shall apply to external clients/engagements, while VSU's affiliated groups/associations shall enjoy a 50% discount and a 20% discount for Government agencies, VSU Alumni, Senior Citizens, PWD groups, as presented in the matrix;

LED wall (Gym & RDE Hall)	Standard rate: Php 12,000 for the first 4 hours Discounted Rate: 20% discount Php 9,600 for the first 4 hours for other Government Agencies (DA, ATI, PCA, DTI etc), VSU Alumni, Senior Citizen & PWD Group related events including birthdays 50% discount Php 6,000 for the first 4 hours for private VSU affiliated group/association like the VSU Alumni Association, VSU Credit Cooperative, VSUFAN, ADPA, VFES & VSU Students' special interest/religious group and Academic Conferences/Events (National/International Conferences) Excess Hours: Additional ₱1,000 per hour (No discounted rate) Maximum use of 8 hrs.
Sound System	Standard rate: ₱10,000 maximum use of 8 hours Discounted Rate: 20% discount Php 8,000 for other Government Agencies, Senior Citizen & PWD Group and VSU Alumni 50% discount Php 5,000 for VSU affiliated group/association like the VSU Alumni Association, VSU Credit Cooperative, VSUFAN, ADPA, VFES & VSU Students' special interest/religious group and Academic Conferences/Events (National/International Conferences)

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HAZEL VILMORALDO
University and Board Secretary
3/24/25

WHEREAS, the Board finds the proposal to be in order and deems it beneficial for the institution;

WHEREAS, finding the UADCO's recommendation in order, the Governing Board has agreed to approve the proposal;

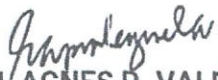
NOW, THEREFORE, on motion, duly seconded, and unanimously approved, be it;


RESOLVED, that the Visayas State University Board of Regents approve the proposed guidelines/policy on rental rates for the use of LED wall and sound system under the proposed terms and conditions outlined in the presented proposal.

APPROVED via Referendum. 24 March 2025.

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HAZELLE VILLA-SALDO
University and Board Secretary


HON. ETHEL AGNES P. VALENZUELA
CHED Commissioner and Chairperson
VSU-Board of Regents



HON. PROSE IVY G. YEPES
VSU President and Vice-Chairperson
VSU-Board of Regents

HON. BERNADETTE REMALLA-MAYBITUIN
Representing Hon. **ALLAN PETER S. CAYETANO**
Chairperson, Senate Committee on Higher,
Technical and Vocational Education
Member, VSU BOR

HON. CARL NICOLAS C. CARI
Representing Hon. **MARK O. GO**
Chairperson, Committee on Higher & Technical
Education House of Representatives
Member, VSU BOR

HON. MEYLENE C. ROSALES
Regional Director, National Economic and
Development Authority Regional Office VIII
Member, VSU BOR


HON. ANDREW RODOLFO T. ORAIS
Regional Executive Director, Department of
Agriculture-RO8
Member, VSU BOR


HON. ERNESTO F. BULAYOG
Faculty Regent - VSU System Faculty Union of
Baybay Leyte
Member, VSU BOR


HON. OSCAR B. POSAS
President, VSU Federated Alumni Association
Member, VSU BOR


HON. RYAN C. ILAIDA
Student Regent - VSU Student Council Federation
Member, VSU BOR

Private Sector Representatives:

HON. ALAIN CHARLES J. VELOSO
Member, VSU BOR
Villaba, Leyte


HON. RUPERTO O. APPARRI, III
Member, VSU BOR
Tacloban City, Leyte

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HAZELLE VILLA-ASALDO
University and Board Secretary

Leveraging Campus Assets: Proposal for LED Wall and Sound System Rental

Rationale

In the context of an evolving higher education landscape, many institutions are increasingly leveraging their physical and technological assets to create additional sources of income. The University's LED wall installed at the RDE hall and Gymnatorium represents a state-of-the-art facility that remains underutilized, particularly for external clients. While its primary function supports the VSU academic mission, there is a significant opportunity to broaden its usage particularly to those willing to pay competitive rates. Similarly, the sound system represents a valuable resource that the university owns, its availability enhances the quality of events held in the university, offering professional-grade audio support for a variety of uses. Renting these facilities will allow the university to capitalize on its investments, enhance its financial stability, and contribute to the overall development and modernization of its facilities. Additionally formalizing rental rates for both the LED Wall and the sound system will provide a transparent and consistent approach to allocating these assets. Revenues generated from these rentals can be reinvested into the upkeep and continued enhancement of the LED wall and sound system, ensuring that they remain state-of-the-art and fully functional for both academic and commercial purposes. By leveraging these facilities for commercial purposes, the university can enhance its financial sustainability, ensuring continued maintenance and modernization of its resources while preserving priority access for academic and institutional needs.

Summary Proposed Rental Rates:

LED wall (Gym & RDE Hall)	<p>Standard rate: Php 12,000 for the first 4 hours</p> <p>Discounted Rate:</p> <p>20% discount Php 9,600 for the first 4 hours for other Government Agencies (DA, ATI, PCA, DTI etc), VSU Alumni, Senior Citizen & PWD Group related events including birthdays</p> <p>50% discount Php 6,000 for the first 4 hours for private VSU affiliated group/association like the VSU Alumni Association, VSU Credit Cooperative, VSUFAN, ADPA, VFES & VSU Students' special interest/religious group and Academic Conferences/Events (National/International Conferences)</p> <p>Excess Hours: Additional ₱1,000 per hour (No discounted rate) Maximum use of 8 hrs.</p>
Sound System	<p>Standard rate: ₱10,000 maximum use of 8 hours</p> <p>Discounted Rate:</p> <p>20% discount Php 8,000 for other Government Agencies, Senior Citizen & PWD Group and VSU Alumni</p> <p>50% discount Php 5,000 for VSU affiliated group/association like the VSU Alumni Association, VSU Credit Cooperative, VSUFAN, ADPA, VFES & VSU Students' special interest/religious group and Academic Conferences/Events (National/International Conferences)</p>

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BOR University Secretary

2025-R07

I. LED wall (Gym & RDE hall)

To ensure competitive pricing for potential renters, the following is an overview of market rates for LED wall and venue rentals:

- On average, LED wall rentals in the Philippines range from ₱2,500 to ₱5,000 per square meter per day depending on the screen resolution and additional features. Higher-resolution LED walls command higher prices, with rates increasing for more advanced visual specifications. Additionally, the distance to the venue, transportation cost, installation logistics, local competition also plays a crucial part in rental.
- In Baybay City, specifically the LGU managed Baybay City Convention Hall the rental is set at Php 25,000 for the first 4 hours inclusive of the use of venue and LED Wall (no sound system) and additional Php 1,000 for each additional hours or use for a maximum of 8 hours. The City Mayor may reduce the amount provided that the reduction shall not be more than 50% of the regular rate.
- LED Wall rental rates of other SUCs
 - EVSU Main Campus
 - Php 30,000 for out of campus set up with 4 manpower included
 - Php 20,000 for in campus with 2 manpower included in the rate
 - Southern Leyte State University- Main Campus
 - Php 20,000 for hours 8 hours
 - Should also pay the 3 operators at 80/hr
 - Biliran State University
 - LED Wall (Center) Php 4,000 per hour
 - LED Wall (left or Right) Php 3,500 per hour

Proposed Rental Rate VSU LED Wall at RDE Hall & Gymnasium

- Standard rate: Php 12,000 for the first 4 hours
- **Discounted Rate:**
 - **20% discount | Php 9,600** for the first 4 hours for other Government Agencies (DA, ATI, PCA, DTI etc), VSU Alumni, Senior Citizen & PWD Group related events including birthdays
 - **50% discount | Php 6,000** for the first 4 hours for VSU affiliated group/association like the VSU Alumni Association, VSU Credit Cooperative, VSUFAN, ADPA, VFES & VSU Students' special interest group/religious group, and Academic Conferences/Events (National/International Conferences)
- **Excess Hours:**
 - Additional ₱1,000 per hour (No discounted rate)
 - Maximum use: 8 hours

Guidelines on the use of the LED Wall for the renting clients

Assigned Personnel for LED Wall Operations: Only trained personnel (assigned by the IGP-RDE Hall Manager) will be allowed to handle the LED wall's operations during rentals. A maximum of two personnel is allowed. This ensures that the equipment is used properly and avoids the risk of damage due to improper handling. In cases where events take place outside regular government office hours, these personnel will be compensated for any extra hours worked. Compensation shall be charged to the party renting. This arrangement ensures

BOR Action: APPROVAL
HAYDIE V. ASALDO
BOR & University Secretary
2025- R07

accountability and preserves the functionality of the equipment while maintaining fairness in compensating staff.

Maintenance and Maximization: Regular maintenance and check-ups should be integrated to keep the LED wall in optimal condition. This ensures long-term sustainability of the equipment and minimizes the risk of malfunctions during rentals.

Booking and Payment Instructions: For booking, renting party must coordinate first with the with the RDE Hall IGP Project manager for the LED wall installed at RDE while for LED wall at VSU Gymnatorium renting party should coordinate with the PPO Staff. Once the booking is arranged, all LED wall rental payments should be made directly at the **university cashier**. Proof of payment must be submitted to confirm the reservation and proceed with the rental.

II. Sound System

Sound system rental prices in the Philippines generally range from ₱5,000 to ₱15,000 per day (8 hours), depending on the size and quality of the equipment, such as the number of speakers, microphones, and mixers. Basic setups for small events are typically on the lower end of the range, while larger, more sophisticated systems for conferences or performances are priced higher.

At the university, the proposed rental rates are set as follows:

- Standard Rate: ₱10,000 for 8 hours
- Discounted Rate:
 - **20% discount | Php 8,000** for other Government Agencies, Senior Citizen & PWD Group and VSU Alumni
 - **50% discount | Php 5,000** for VSU affiliated group/association like the VSU Alumni Association, VSU Credit Cooperative, VSUFAN, ADPA, VFES & VSU Students' special interest/religious group and Academic Conferences/Events (National/International Conferences)

These rates ensure accessibility while covering maintenance and operational costs, allowing the university to sustain high-quality audio services for various events.

Guidelines on the Use of the Sound System

Assigned Personnel for Sound System Operations: Only assigned personnel from the university will be allowed to operate the sound system during rentals. A maximum of two personnel is allowed to ensure proper handling and operation. This minimizes the risk of damage and ensures the system performs optimally. If the rental occurs outside of regular office hours, these personnel will be compensated for any extra hours worked. The compensation will be charged to the renting party. This arrangement ensures accountability and the preservation of the system's functionality, while also maintaining fairness in compensating university staff.

Maintenance and Maximization: To ensure long-term sustainability and minimize the risk of malfunctions, regular maintenance and system check-ups should be included in the rental agreement. These measures ensure the sound system is in optimal condition during events and help prevent operational issues.

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BOR of University Secretary
2025-R07

Booking and Payment Instructions: For booking, renting party must first visit the PPO to check availability and complete necessary arrangements. Once the booking is arranged, all Sound System rental payments should be made directly at the university cashier. Proof of payment must be submitted to confirm the reservation and proceed with the rental.

Prepared by:


CRISLIN CRUZ-CORTEZ

Director, Business & Resource Generation


MARLON BURLAS

Director, General Services

Recommending approval:


GLENN G. PAJARES

VP for Planning & Development

