



LEYTE STATE UNIVERSITY

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Office of the President

8 March 2006

MEMORANDUM NO. 56

Series of 2006

T O: Dr. Salvador C. Dagoy
Dr. Conchita A. Ito
Dr. Roberta D. Lauzon
Dr. Pablo B. Pedrera

R E: CY 2007 Budget Proposals

In preparation for the CY 2007 budget, we would like to request for some data/information that are needed for inclusion in the agency budget estimates as follows:

- Proposed budget for Higher Education Services. Proposals for research and extension projects shall be submitted to the Office of the Vice President for Academic Affairs.
- Prioritized listing of equipment (P10,000.00 and above) giving priority to technical equipment. The list shall reflect the complete specifications, quantity, unit cost, deployment, inventory of similar equipment and justifications.
- Capital outlay program of the campus giving priority to completion of ongoing construction and major repairs and rehabilitation of occupied building and structures.
- Schedule of terminal leave and retirement gratuity benefits.
- Schedule of income and other receipts for CY 2005 – 2009 (General Fund, STF, TF, and IGP)
- Actual obligations for CY 2005 (General Fund, STF, TF, and IGP)
- Enrollment data (CY 2005 – 2007) showing the weighted enrolled units, head count and FTE shall be submitted to the Registrar's Office.

Please submit the documents on or before March 20, 2006 except for those subject to consolidation by the main campus.

For compliance.

PACIENCIA P. MILAN

President