



# LEYTE STATE UNIVERSITY

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*Office of the President*

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**MEMORANDUM CIRCULAR NO. 2**

Series of 2006

**T O: All Concerned**

**R E: Student Labor Rate Increase**

Sec. 9 of the Special Provision(s) Applicable to the State Universities and Colleges (SUCs) in the CY 2006 Net Expenditure Program provides: *"Construction or Repair of Buildings and the Fabrication or Repair of Equipment. SUCs are authorized to avail themselves of the voluntary services of their students, during regular vocational class periods, in the construction or repair of buildings, and the fabrication or repair of equipment, as part of their vocational training, subject to payment of reasonable allowances amounting to at least twenty pesos (P20.00) per hour, but not to exceed four (4) hours a day: PROVIDED, That the utilization of student labor for academic, research and extension, and administrative matters shall be authorized for the practicum training of students at rates of at least twenty pesos (P20.00) per hour.*

Relative to the above provision, the University authorizes the hiring of student labor subject to availability of funds and to the following conditions:

1. Hiring shall be based on need.
2. Since the objective of hiring is for practicum training, the department/s shall get student/s who are taking the course offered by said unit. The administrative and research units shall hire students only when their course requires practicum or office training. Student labor should not be utilized for messengerial or janitorial services.
3. Funding shall be sourced from the following:
  - a. General appropriation based on the amount allotted for the purpose.
  - b. Income of the department/unit
  - c. Instruction/University share in case of deficiency

For your information and guidance before you may effect hiring of SAs.

  
**PACIENCIA P. MILAN**  
President