



LEYTE STATE UNIVERSITY

Visca, Baybay, Leyte 6521-A

Philippines

Telefax: 053-3352601

Office of the President

21 January 2003

MEMORANDUM CIRCULAR NO. 01

Series of 2003

T O: All LSU Residents

R E: Payment of Repair and Maintenance Fee for Housing Units at LSU – Main

The LSU Board of Regents in its September 11, 2002 meeting passed BOR Resolution No. 88, s. 2002 approving the proposal to charge a repair and maintenance fee for housing units at the LSU Main Campus effective January 1, 2003.

The following are the implementing strategies of the resolution:

1. Each family or individual occupying the housing unit complete with sala and kitchen shall be charged **THREE HUNDRED PESOS (P300.00)** per month. Those occupying a room only such as those in the IH, Bachelor and Warner Apartments shall be charged **ONE HUNDRED PESOS (P100.00)** per month.
2. Repairs shall be started after generating a substantial amount from the fees collected.
3. All housing units shall be assessed as to their degree of damage/dilapidation and extent of repairs to be undertaken in accordance with their original design.
4. No requests for modifications shall be entertained from the occupants and no repairs shall be made on extension/modifications made by the occupants.
5. During the initial phase of implementation, units that pose the greatest risk to the occupants shall be given the highest priority as determined by the Physical Plant Office. These include units that are badly damaged by termites or those with asbestos roofing, rotten floors and clogged toilets.
6. All units shall undergo repairs as far as resources will allow on a regular and rotation basis.

7. All expenses shall be charged to the funds generated from the fees collected.
8. Occupants who do not want to pay the monthly repair and maintenance fee shall be advised to find alternative residence outside the campus. The vacated units will be converted to either student housing or awarded to other staff applicants.

Billing for said fee will be included in the Statement of Electric Bill. Please present your Official Receipt to the Accounting Division for record purposes.

For immediate implementation and compliance.


PACIENCIA P. MILAN^{9/79}
President

cc: Housing Committee
OVPAF
OUS
Records
File
Acctg. Div.



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Office of the Board Secretary

**EXCERPTS OF APPROVED MINUTES OF THE
6th LSU Board of Regents Meeting
11 September 2002 * LNU, Tacloban City**

**PROPOSAL TO CHARGE REPAIR AND MAINTENANCE
FEE FOR HOUSING UNITS AT LSU MAIN CAMPUS**

BOR Resolution No. 88, s. 2002

**Approving the proposal to charge a repair and maintenance
fee for housing units at the LSU Main Campus as presented effective
01 January 2003.**

Implementing Strategy

1. Each family or individual occupying the housing unit complete with sala and kitchen shall be charged **P300.00 per month**. Those occupying a room only such as those in the IH, Bachelor and Warner Apartments shall be charged **P100.00 per month**.
2. Repairs shall be started after generating a substantial amount from the fees collected.
3. All housing units shall be assessed as to their degree of damage/dilapidation and extent of repairs to be undertaken in accordance with their original design.
4. No requests for modifications shall be entertained from the occupants and no repairs shall be made on extension/modifications made by the occupants.
5. During the initial phase of implementation, units that pose the greatest risk to the occupants shall be given the highest priority as determined by the Physical Plant Office. These include units that are badly damaged by termites or those with asbestos roofing, rotten floors and clogged toilets.
6. All units shall undergo repairs as far as resources will allow on a regular and rotation basis.
7. All expenses shall be charged to the funds generated from the fees collected.
8. Occupants who do not want to pay the monthly repair and maintenance fee shall be advised to find alternative residence outside the campus. The vacated units will be converted to either student housing or awarded to other staff applicants.

BOARD ACTION: APPROVED

Date : 11 September 2002

ATTACHMENT: U

Certified True and Correct:

DANIEL M. TUdTUD JR.

Board Secretary

Cc: OP
OVPAF
Housing Committee