

6th Board of Regents Meeting

11 September 2002

LSU Conference Room

Tacloban City, Leyte

AGENDA

6th BOARD OF REGENTS MEETING 11 September 2002 LNU, Tacloban City

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6th Board of Regents Meeting

11 September 2002

LNU Conference Room

Tacloban City, Leyte

Present:

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| Hon. Ester A. Garcia Chairperson, CHED | Chairman |
| Hon. Paciencia P. Milan President, Leyte State University | Vice Chairman |
| Hon. René L. Cayetano <i>Represented by Regent Edwin C. Codilla</i> Chairman, Senate Committee on Education, Arts & Culture Senate of the Philippines | Member |
| Hon. Harlin Cast. Abayon <i>Represented by Regent Rolet M. Palacio</i> Chairman, House Committee on Higher and Technical Education House of Representatives | Member |
| Regent Leo P. Cañeda Regional Executive Director Department of Agriculture Regional Office VIII | Member |
| Regent Buenaventura C. Go-Soco Jr. Regional Executive Director NEDA Regional Office VIII | Member |
| Regent Guindolino R. Gerona President, ViSCA Alumni Association | Member |
| Regent Jeffrey Lloyd L. Cagande President, ViSCA College Supreme Student Council | Member |
| Regent Buenaventura B. Dargantes President, ViSCA Faculty Association | Member |
| Regent Jose V. Mazo Private Sector Representative | Member |
| Regent Rebecca V. Barbusa Private Sector Representative | Member |
| Prof. Daniel M. Tudtud, Jr. Board Secretary | Board Secretary |

I. ROLL CALL

Dr. Ester A. Garcia, Chairperson of the Leyte State University (LSU) Board of Regents inquired from Prof. Daniel M. Tuditad, Jr., the University Board Secretary, if there was a quorum. The Board Secretary reported to Chairperson Garcia that all members of the Board of Regents were present.

II. CALL TO ORDER

Chairperson Ester A. Garcia called the meeting to order at 11:50 a.m. to start the 6th Board of Regents meeting of the Leyte State University.

III. ADOPTION OF THE PROPOSED AGENDA

Chairperson Garcia requested the members of the Board of Regents to go over the agenda and indicate if there were any additional items to be added to the proposed agenda.

President Paciencia P. Milan indicated that she would like to add under Other Matters, the Use of Income. Dr. Buenaventura B. Dargan also indicated the following matters to be discussed under Other Matters: (1) Position of the ViSCA Faculty Association (VFA) on the Use of Submarine Cables in lieu of the Land-Lines of National Power Corporation Traversing the LSU Main Campus; and (2) Request of the VFA for a Reconsideration of the BOR-Approved ROW for the Leyte-Mindanao Interconnection Project (LMIP). Dr. Guindolino R. Gerona also requested that the Board be updated on the Sandoval Case.

After ascertaining that there were no other items to be calendared for the 6th BOR Meeting, Chairperson Garcia requested for a motion to approve the agenda as modified. Regent Jose V. Mazo moved for the approval of the agenda as modified. Regent Rebecca V. Barbusa seconded the motion. Hearing no objections, Chairperson Garcia then declared the modified Agenda of the 6th BOR Meeting, **APPROVED**.

IV. READING AND APPROVAL OF THE MINUTES OF THE PREVIOUS MEETING

Chairperson Ester A. Garcia requested the members of the Board look at the minutes of 5th BOR meeting presented in Tab A, for confirmation. The following corrections were made:

- a) page 7, line 22 – replace “recession” with “*rescission*”;
- b) page 17, line 6 – replace “Manalo” with “*Manolo*”;
- c) page 18, line 23 – replace the word “passed” with “*past*”; and
- d) page 34, line 22 – add “*seconded the motion*” after Regent Rolet M. Palacio.

After ascertaining that there were no other corrections, Chairperson Garcia requested for a motion for the approval of the Minutes of the Board of Regents meeting. Regent Buenaventura B. Dargantes moved for approval of the Minutes as corrected. Regent Rolet M. Palacio seconded the motion. The LSU Board of Regents passed

BOR RESOLUTION NO. 72, s. 2002

Approving the Minutes of the 5th LSU Board of Regents meeting dated 11 June 2002 held at the Leyte Normal University Conference Hall, Tacloban City, Leyte from 9:15 a.m. to 1:33 p.m. as corrected.

V. MATTERS ARISING FROM THE APPROVED MINUTES

A. Scholarship Privileges for Faculty/Staff and Dependents

Chairperson Ester A. Garcia requested the University Secretary to report what actions have been undertaken regarding the scholarship privileges extended to the faculty/staff and dependents.

Prof. Daniel M. Tudtud, Jr. informed Chairperson Garcia that at the end of the First Semester, a total of 117 students are beneficiaries of the faculty/staff and dependents grant. Of this number, 92 belong to the existing programs (BSA, BAS, and BSAB). Only 25 students are enrolled in the new programs (BS Biology, BS Computer Science and DVM). There

still a need to study the crafting of a new policy on free tuition fees granted to dependents of LSU - Main Campus faculty and staff on the new curricular programs.

B. Animal Science Course of the BS DevCom

Chairperson Ester A. Garcia inquired whether the proposed change of the Animal Science 21 with Animal Science 22 in the BS DevCom curriculum has already been settled.

President Paciencia P. Milan replied that based on consultations with the faculty and students of the Department of Development Communication, they were unanimous in their choice of Animal Science 21 for the reason that the DevCom students need "more technical and basic theories, not just applied".

Chairperson Garcia indicated that the faculty of the Department of Development Communication should talk to the faculty of the Department of Animal Science to settle the matter and present this to the Academic Council.

C. MOA between ViSCA and VEFI

Regent Jose V. Mazo inquired about the amount VEFI is asking from the LSU Board of Regents in support of its operations.

President Paciencia P. Milan informed the body that the VEFI Board has not yet forwarded any amount in their request for funding. President Milan stated that in the past, ViSCA gave a fixed amount of P250,000.00 as counterpart plus the management of some of the college IGPs (Bakery, Bookstore and Coconut).

Chairperson Ester A. Garcia commented that the new MOA should reflect exactly the amount LSU Board of Regents can afford to give.

D. Funding for NBC 461 Implementation

Regent Buenaventura B. Dargantes inquired whether the salary differentials accruing to faculty upgraded by virtue of the implementation of NBC 461 will be paid.

President Paciencia P. Milan informed the Board that in the Region (VIII), only LSU has not been able to implement NBC 461 because a total funding requirement of P1.7 million, is quite a large amount. The Department of Budget and Management (DBM) has made a pronouncement that for FY 2002, it will provide for 50% of the total funding requirements for the implementation of NBC 461, funds permitting. President Milan also indicated that by the end of the year, part of LSU's income will be used to pay 50% of the salary differentials for NBC 461.

PRESIDENT'S REPORT

President Paciencia P. Milan provided all members of the Board of Regents a copy of the President's Activities for the period 12 June 2002 until 11 September 2002. Due to the lack of material time, the President's report was not read.

CALENDAR OF BUSINESS

A. NEW BUSINESS

1. Academic Matters

a. Appointment to Designated Positions

President Paciencia P. Milan presented to the body the new appointees to several designated positions. President Milan informed the Board that Prof. Daniel M. Tudtud, Jr. has been designated as OIC of the LSU-Isabel Campus on account of the

stroke suffered by Supt. Victor R. Ritaga. The appointment is good for two months or until such time that Supt. Ritaga is able to reassume his functions.

Chairperson Ester A. Garcia commented that under existing rules, the President is empowered to appoint an OIC for up to one year. In this case, Chairperson Garcia commented that the President should make the necessary extension as the situation warrants.

Regent Edwin C. Codilla moved for the approval of the appointments of designated positions. Regent Jeffrey Lloyd Cagande seconded the motion and the Board passed

Board Resolution No. 73, s. 2002

Approving the appointments to designated positions proposed.

b. Logo of the Different Colleges of the Main Campus

President Paciencia P. Milan presented the new logos of the six internal colleges of the Main Campus. These logos have been presented to and endorsed by the University Administrative Council.

Regent Jose V. Mazo, however, requested that due to the lack of time to carefully deliberate the logo of each college, the item in the agenda be discussed in the next Board of Regents meeting.

c. Proposal to Increase Academic Scholarship Monthly Stipend of Undergraduate Full Scholars and ACES Scholars Effective First Semester SY 2002-2003

President Paciencia P. Milan informed the Board of Regents that with the implementation of the increase in monthly stipend will entail an increase of P80,750.00 per annum from the existing allocation of P191,250.00 per year to P272,000.00 per year.

Chairperson Ester A. Garcia inquired from President Milan if there was enough money to cover this added cost.

President Milan replied that the Director for Finance indicated that there will be some amount of funds available in December, but that she is not sure of the amount and whether this will be enough to cover the whole budget requirement.

Chairperson Garcia suggested that the Board approve this proposal *in principle* but that the Board would like to request President Milan to slow down its implementation until the University is sure of its funding.

President Paciencia P. Milan moved for the approval of the proposal. Regent Jose V. Mazo seconded the motion and the Board passed

Board Resolution No. 74, s. 2002

Approving, in principle, the increase of the monthly stipends of undergraduate full scholars and ACES scholars subject to the availability of funds.

d. Proposal to Increase Undergraduate Scholarship Examination Fees

President Paciencia P. Milan informed the members of the Board that at the start of every semester, the University administers an undergraduate scholarship examination to

interested individuals. Since 1975 and until the present, undergraduate scholarship examination fee is only P25.00 and the Advanced Credits for Exceptional Students (ACES) is only P5.00 per subject. In the light of the increasing cost of materials, the administration has computed the actual cost of giving the undergraduate scholarship examination to be P150.00 while the ACES examination to be P50.00 per subject.

Chairperson Ester A. Garcia inquired how the poor students could still be given the opportunity to take the scholarship examinations considering their situation. Chairperson Garcia stressed that the University should encourage more poor but deserving students to enroll. Maybe, income can be used as basis for the assessment of the examination fees.

President Milan suggested that the fees for the undergraduate scholarship examination be modified, based on the income level of the student, as follows: (a) P50.00 for students with family income of not more than P60,000.00/annum; (b) P100.00 for students with family income between P60,000.00 and P80,000.00/annum; and (c) P150.00 for all other students including faculty and staff dependents, with family income more than P80,000.00/annum. Students shall be required to present Income Tax return of parents.

President Paciencia P. Milan moved for the approval of the proposal. Regent Buenaventura B. Dargantes seconded the motion and the Board passed

Board Resolution No. 75, s. 2002

Approving the proposal to increase Undergraduate Scholarship Examination Fees as modified.

e. Proposed Guidelines for the Implementation of LSU-Funded Undergraduate Scholarships and Grants (Academic)

President Paciencia P. Milan presented to the members of the Board of Regents the proposed guidelines. President Milan pointed out that in the past, the University did not have any written guidelines.

The members of the Board of Regents carefully went over the guidelines. With the exception of Income A and Income B Grants (Item G), all the other items in the guidelines were found in order. The Board directed the University Board Secretary to inquire from the Office of Dean of Students the difference between Income Grant A and Income Grant B.

President Paciencia P. Milan moved for the approval of the proposal. Regent Buenaventura B. Dargantes seconded the motion and the Board passed

Board Resolution No. 76, s. 2002

Approving the guidelines for the implementation of LSU-Funded undergraduate scholarships and grants with the exception of the Income Grant A and Income Grant B.

f. Proposed Guidelines for the Implementation of LSU-Funded Financial Privileges and Grants (Non-Academic)

President Paciencia P. Milan presented to the members of the Board of Regents the proposed guidelines. President Milan pointed out that in the past, the University also did not have any written guidelines.

The members of the Board of Regents carefully went over the guidelines and the following modifications to the proposed guidelines were suggested: a) **Dance Troupe Grant** – (1) Item I under Qualifications should read, “qualify in the screening test conducted by a screening committee headed by the Dance

Troupe Director" and (2) Item III under Financial Privileges, incentive *if funds are available*; b) **LSU Faculty/Staff Dependent Grant** – (1) separate the children's privilege from the privilege extended to the spouse and (2) Item 2 under Qualifications should be reconciled with Single Parents Law and New Family Code definition and be reworded accordingly.

Regent Jose V. Mazo moved for the approval of the proposal as corrected and modified. Regent Buenaventura Dargantes seconded the motion and the Board passed

Board Resolution No. 77, s. 2002

Approving the guidelines for the implementation of L
Funded financial privileges and grants (Non-Academic) as corrected and modified.

g. Proposed Revision of the Guidelines on the Graduate Assistantship Program

President Paciencia P. Milan presented to the members of the Board of Regents the proposed revisions and that the existing guidelines are presented on the left side and the proposed guidelines are presented on the right side. President Milan informed the Board that at present, the Graduate Assistants receive a monthly stipend of only P2,000.00 and under the proposal, this monthly stipend will be increased to P4,000.00 per month.

Regent Guindolino R. Gerona inquired why there is a need to specify the source of funding for the Graduate Assistantships and suggested that the proposal should just be silent on this matter.

President Milan replied that the Teaching Assistantships are funded from GAA budget of the University while the Research

Assistantships are funded from the research projects of the University or from external source.

Chairperson Ester A. Garcia also opined that the University should just be silent on the sourcing of funds for the Graduate Assistantships. Furthermore, Chairperson Garcia indicated that the program should be reviewed after a year of implementation.

Regent Jose V. Mazo moved for the approval of the proposal as corrected and modified. Regent Buenaventura Dargantes seconded the motion and the Board passed

Board Resolution No. 78, s. 2002

Approving the proposed revision of the guidelines of the Graduate Assistantship Program as modified PROVIDED THAT the Graduate Assistantship Program be reviewed after a year of implementation.

h. Proposed Guidelines in the Conduct of Written Comprehensive Examination for Graduate Students

President Paciencia P. Milan informed the members of the Board of Regents that this proposal was made since, at present, the different departments have different guidelines or procedures insofar as the conduct of the comprehensive examinations are concerned. This proposal has been discussed by the graduate faculty and approved by the University ADCO since this involves policy.

Chairperson Ester A. Garcia, however, suggested that next time, proposals other than those that are financial in nature should be presented and approved by the Academic Council. In this case, it is related to an examination that will affect the students. This is an academic matter rather than a policy matter.

Regent Guindolino R. Gerona inquired from President Milan whether there will be no more problems in the schedule of the comprehensive examinations.

President Milan replied that to be able to solve the problem, the Dean of the Graduate School will be putting out the schedule when comprehensive examinations will be given.

Regent Buenaventura B. Dargantes moved for the approval of the proposal as corrected and modified. Regent Jose V. Mañalac seconded the motion and the Board passed

Board Resolution No. 79, s. 2002

Approving the proposed guidelines in the conduct of written comprehensive examination for graduate students, as presented.

i. Proposed Revision of the Fees for Foreign Students

President Paciencia P. Milan presented to the members of the Board of Regents the proposed revision of the fees for foreign students. President Milan explained that this was revised to make the programs of the University appealing to foreign students. The old fee structure is quite steep and has discouraged foreign students from enrolling in the University at the undergraduate and graduate levels. In effect, the new proposal is that the fees for foreign students be reduced to make it more competitive with those levied by other institutions.

Chairperson Ester A. Garcia commented that the government **should not** subsidize the foreign students because this is unfair to our own citizens. It is only in France that the foreign students pay the same rate as the local students. Chairperson Garcia suggested that the proposal be deferred and that it be revised for presentation again at some future time.

j. Proposal to Increase the Cost of School Fees for Undergraduate Freshmen and Transferees from SY 2003-2004 to SY 2005-2006

President Paciencia P. Milan informed the members of the Board of Regents that the proposal is for next three years. Over this time period, it is proposed that the tuition fee per unit be gradually increased from the present rate of P40.00 per unit to P120.00 per unit.

Inasmuch as there were so many miscellaneous fees listed, the Board unanimously suggested the following:

- a) that the fees be clearly listed and delineated so as not to be too ambiguous as to what it will exactly cover;
- b) that the different fees be clearly identified as to how often these are paid by the students; and
- c) that a short explanation of what these new fees are for, especially the Legacy Fund.

Chairperson Garcia suggested that the Board approve the proposal *in principle* provided that this proposal will further refined taking into account the suggestions made by the Board.

Regent Guindolino R. Gerona moved for the approval of the proposal *in principle* provided that the proposal will be further refined taking into consideration the suggestions made by the Board of Regents. Regent Rebecca V. Barbusa seconded the motion and the Board passed

Board Resolution No. 80, s. 2002

Approving, *in principle*, the proposal to increase the cost of school fees for undergraduate freshmen and transferees from SY 2003-2004 to SY 2005-2006 PROVIDED THAT the proposal be further refined taking into account the suggestions of the Board of Regents.

2. Administrative Matters

a. Appointment of Some Academic Regular Employees

President Paciencia P. Milan presented to the Board of Regents the new appointments for some academic regular positions. Dr. Evelyn S. Cortez is being hired to augment the faculty of the College of Veterinary Medicine since the college has not met the required number of faculty.

Regent Guindolino R. Gerona inquired whether the animal science courses to be taken by students of the College of Veterinary Medicine are going to be taught by the veterinarians themselves.

President Milan replied that the animal science courses will be taught by the faculty most qualified to teach said courses. This would therefore mean that the animal science courses will be taught by the faculty specializing in animal science while the courses in veterinary science will be taught by the veterinarians.

Chairperson Ester A. Garcia commented that the University of the Philippines has questioned the authority of the Philippine Regulations Commission (PRC) in issuing the order requiring that only veterinarians can teach the courses leading to the degree of Doctor of Veterinary Medicine and has threatened to go to the Supreme Court. Insofar as the SUCs are concerned, it is the Academic Council and the Board of Regents who have the final say on the matter and not the College or the PRC.

After all questions were answered, Regent Guindolino R. Gerona moved for the approval of the appointments of sc

academic regular staff. Regent Edwin C. Codilla seconded the motion presented. The Board passed

Board Resolution No. 81, s. 2002

Approving the appointment of some academic regular employees as presented.

b. Upgrading of Mr. Tamar L. Mejia, Sr. from Driver I to Driver II

President Paciencia P. Milan presented to the members of the Board of Regents the upgrading of Mr. Tamar L. Mejia, Sr. from Driver I to Driver II. There were no objections to the upgrading.

Regent Guindolino R. Gerona moved for the approval of the appointments of some academic regular staff. Regent Buenaventura C. Go-Soco, Jr. seconded the motion and the Board passed

Board Resolution No. 82, s. 2002

Approving the upgrading of Mr. Tamar L. Mejia, Sr. from Driver I to Driver II.

c. Upgrading of Mr. Nolito L. Rabanos from Driver I to Driver II

President Paciencia P. Milan presented to the members of the Board of Regents the upgrading of Mr. Nolito L. Rabanos from Driver I to Driver II. There were no objections to the upgrading.

Regent Guindolino R. Gerona moved for the approval of the appointments of some academic regular staff. Regent Buenaventura C. Go-Soco, Jr. seconded the motion and the Board passed

Board Resolution No. 83, s. 2002

Approving the upgrading of Mr. Nolito L. Rabanos from Driver I to Driver II.

d. Change of Employment Status from Casual to Permanent

President Paciencia P. Milan presented to the members of the Board of Regents the change in employment status of two LSU (Main Campus) staff from Casual to Permanent.

Mr. Isidro D. Oclitaria is given a plantilla item of Driver I while Dr. Edgardo E. Tulin is given a plantilla item of Associate Professor V. Both have been endorsed by the Non-Academic Personnel Board and the Academic Personnel Board respectively.

Board Resolution No. 84, s. 2002

Approving the change in employment status of Mr. Isidro Oclitaria from Casual Driver to Driver I (Permanent) and Edgardo E. Tulin from Associate Professor V (Casual) Associate Professor V (Permanent) effective upon Board approval.

e. Change of Employment Position from Lump Sum to Item Position

President Paciencia P. Milan presented to the members of the Board of Regents the change in employment status of the following LSU (Main Campus) staff from Lump Sum (Instructor I) to Item Position (Instructor I), as follows: Mr. Julius V. Abela, Ms. Annie P. Gravoso, and Ms. Elvira L. Oclarit.

Regent Buenaventura C. Go-Soco, Jr. moved for approval of the change in employment status of Mr. Isidro Oclitaria and Dr. Edgardo L. Tulin from Casual to Permanent. Regent Jose V. Mazo seconded the motion and the Board passed.

Board Resolution No. 85, s. 2002

Approving the change in employment position from Lump Sum to Item of the following LSU (Main Campus) staff: Mr. Julius V. Abela, Ms. Annie P. Gravoso, and Ms. Elvira L. Oclarit, effective upon Board approval.

f. Renewal of Appointment of Some Regular (Temporary) Employees

President Paciencia P. Milan presented to the members of the Board of Regents the renewal of appointments of some regular (temporary) employees of the Main Campus.

Regent Guindolino R. Gerona inquired why Dr. Pedro T. Armenia, an Associate Professor V, still holds a Temporary position. Regent Gerona requested that the HRMDO be asked why this is still the case for Dr. Armenia. Chairperson Ester A. Garcia also requested for an explanation for this oversight.

President Milan replied that apparently, Dr. Pedro T. Armenia was not recommended for a permanent item. Nevertheless, President Milan promised to look into the matter.

Regent Guindolino R. Gerona moved for the approval of the renewal of appointments of some regular (temporary) employees of the Main Campus. Regent Rebecca V. Barbusa seconded the motion and the Board passed

Board Resolution No. 86, s. 2002

Approving the renewal of appointments of some regular (temporary) employees of the Main Campus effective 01 November 2002.

ARMENIA, Pedro T. to MONSALES, Lotis A.

g. Proposal to Increase the Existing High School Fees and Other Fees

President Paciencia P. Milan informed the members of the Board of Regents that what are being increased are the other fees since there is no tuition fee levied on the high school students. This proposal is for implementation in the next school year. President Milan emphasized that the fees be automatically levied on all incoming first year high school students, but that the

implementation in the higher years (2nd Year to 4th Year) will be after consultation with the parents.

Chairperson Ester A. Garcia commented that there has to be appropriate consultation with the parents before implementing the new fees for the higher years. Chairperson Garcia reminded everybody that for budgetary purposes, a BS student is counted as 1.0, while a high school student used to be counted as 0.50 but now is counted only as 0.25. An engineering student, on the other hand, is counted as 2.50. The cost per high school student in an SUC cost between 4 to 6 times higher than a student enrolled with the DepEd.

Regent Jose V. Mazo moved for the approval of the proposal to increase existing high school fees and other fees as presented. Regent Guindolino R. Gerona seconded the motion. The Board passed

Board Resolution No. 87, s. 2002

Approving the proposal to increase the existing high school fees and other fees as presented effective SY 2003-2004.

h. Proposal to Charge Repair and Maintenance Fee for Housing Units at LSU Main Campus

President Paciencia P. Milan informed the body that the Campus Housing Project is in an advanced state of disrepair and will need a continuous stream of funds for its maintenance. However, the University does not have enough funds allocated for this purpose. It is, therefore, incumbent on the occupants of said housing units to help maintain their domiciles.

Regent Guindolino R. Gerona also noted the relative dilapidation of the housing units in the Main Campus as he is also living in one of the units.

Regent Gerona then moved for the approval of the proposal as presented. Regent Buenaventura B. Dargantes seconded the motion. The Board passed

Board 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.

i. Request of the LSU-Isabel Campus to Levy a Computer Rental Fee of P1,200.00 per student per semester

President Paciencia P. Milan informed the body that the former Dean of the LSU-Isabel Campus, Supt. Victor R. Ritaga, signed a contract with MGX Computers and Electronics for the purpose of acquiring state-of-the-art computers on a lease-to-own arrangement. This additional levy was known only when Prof. Daniel M. Tudtud, Jr. was assigned as Officer-in-Charge of the LSU-Isabel Campus.

President Milan stated that this was the reason why the proposal was held in abeyance. However, it is now known that INAVS (now LSU-Isabel) has already been levying a computer rental fee of P800.00 per student per semester for a five-year period – from 1997 to 2002. It is not surprising, therefore that they would repeat the same procedure as what they had done in the past.

Prof. Daniel M. Tudtud, Jr., the Officer-in-Charge of the LSU-Isabel Campus, informed the Board that the Supreme Student Council of LSU-Isabel passed a resolution (Resolution No. 1)

interposing no objection to the collection of the P1,200 computer rental fee per student per semester. The students and their parents are very supportive of the idea of acquiring state-of-the-art computer equipment as these are needed very badly by the students.

A more intense discussion followed. After all queries were adequately answered, Regent Guindolino R. Gerona moved for the approval of the request to for a special levy for computer rental provided that this levy will be subject to a yearly review by the Board of Regents and provided further that the money collected for this purpose is placed in a Special Trust Fund (STF). Regent Jose V. Mazo seconded the motion. The Board passed

Board Resolution No. 89, s. 2002

Approving the request of the LSU-Isabel Campus to levy a special fee of P1,200.00 per student per semester for computer rental *PROVIDED THAT* this special levy is subject to a yearly review by the Board and *PROVIDED FURTHER* that the money collected for this purpose is deposited in a special Trust Fund (STF) of the College.

B. OTHER MATTERS

1. Contract between LSU-Isabel Campus and Mr. Jessie D. Calizar for Mango Fruits Production

President Paciencia P. Milan informed the body that the former Dean of the LSU-Isabel Campus, Supt. Victor R. Ritag, signed a contract with Mr. Jessie D. Calizar for the Mango Fruit Production in the Campus for the period 01 March 2002 to 31 February 2003 covering Modules A, C, D, E, F, and G with 40 fruit bearing trees.

Prof. Daniel M. Tudtud, Jr., OIC of the LSU-Isabel Campus informed the body that based on the contract, the Isabel Campus

will get 33% of the total harvest as its share. This contract was resorted to because the campus does not have the funds to make the trees productive. Neither does it have the funds to secure and protect the fruits. This is the best possible solution to a resource-poor situation.

President Milan indicated that it may be possible to provide start-up funds in the next cycle so that the campus will be able to generate a bigger income. If conditions are right, the campus should undertake the fruiting operations themselves with support from the main campus.

Regent Guindolino R. Gerona moved for the approval of the contract signed by Supt. Victor R. Ritaga and Mr. Jessie D. Calizar for the mango fruits production at the LSU-Isabel Campus. Regent Jeffrey Lloyd L. Cagande seconded the motion. The Board passed

Board Resolution No. 90, s. 2002

Approving the contract signed by Supt. Victor R. Ritaga and Mr. Jessie D. Calizar for the Mango Fruits Production in the LSU-Isabel Campus for the period 01 March 2002 to 28 February 2003 covering Modules A, C, D, E, F, and G with 422 fruit bearing trees.

2. Lease-to-Own Contract between LSU-Isabel Campus and Mr. Manuel Gerozaga for the Acquisition of State-of-the-Art Computers

President Paciencia P. Milan informed the body that the former Dean of the LSU-Isabel Campus, Supt. Victor R. Ritaga, signed a contract with MGX Computers and Electronics represented by its owner, Mr. Manuel Gerozaga, for the purpose of acquiring state-of-the-art computers on a lease-to-own arrangement. This additional levy was known only when Prof.

Daniel M. Tudit, Jr. was assigned as Officer-in-Charge of LSU-Isabel Campus.

Regent Buenaventura B. Go-Soco, Jr. commented based on an assessment by one of his staff at NEDA RO-VIII, contract is grossly disadvantageous to the institution and to students.

Prof. Tudit also informed the Board that he went to the owner, Mr. Manny Gerozaga in Cebu City, for the purpose of negotiating more favorable terms, to no avail. The owner was insistent that he be paid in accordance with what is stipulated in the signed contract and justified the charging based on an hourly rental charge of P14.79/hour. Mr. Gerozaga intimated that this rate compares favorably with the rates of Internet Cafes since these establishments charge an hourly rental of between P20.00 to P40.00.

Regent Go-Soco commented that an hourly rental rate is not a good basis because this is for use by students not for business. It is usually the school that determines the "best price" that it can afford to pay considering the cost of money. The flaw in the line of reasoning is that it seems as if the owner (of MGX) is not one running the computer laboratory (as a business). He should, however, get to take into account rental of space, payment of electricity, security, and a host of other things that he has factored into his price. Regent Go-Soco indicated that at present a Pentium IV machine would cost roughly about P30,000.00 per unit (cash basis).

Prof. Tudit informed the members of the Board of Regents that the owner, Mr. Gerozaga, has sent a Demand Letter.

which indicates that the Board has three (3) days “from 1 thereof, to pay the whole amount – P1.50 million” in accordance with the contract. Prof. Tuftud also informed the body that there are 382 students enrolled in a computer course and granting that they will all pay the P1,200.00 levy, it is possible to collect a total of P496,200.00 per semester.

Regent Go-Soco pointed out that one of the defects in the contract is that it is possible that there was no canvassing. Therefore, other possible suppliers were not included. It is also possible that there will be suppliers willing to supply computers to the tune of P1.0 million payable in a year. There is a need to make an earnest canvass of other possible computer suppliers. Regent Go-Soco also pointed out a new DBM circular regarding the leasing of IT equipment.

Due to the very onerous nature of the contract, which placed the students and the institution at a great disadvantageous position, the Board of Regents disapproves the Contract signed by Supt. Victor R. Ritaga and MGX Computers and Electronics represented by its owner, Mr. Manuel Geroza.

The Board of Regents directed the OIC of the LSU-Campus to canvass for other possible suppliers of computer equipment on a sealed canvass basis as well as continue negotiating with Mr. Gerozaga (if possible).

3. Request for Secondment of Dr. Monina M. Escalada to the International Rice Research Institute (IRRI) as International Research Fellow on Communication and Impact Research

President Paciencia P. Milan informed the body that Dr. Monina M. Escalada has already indicated that she will abide by the terms and conditions of the contract.

the guidelines already approved by the Board of Regents and she has agreed not to receive her salary from LSU so that a substitute teacher can be hired in her stead.

President Milan pointed out that by virtue of the approved BOR guidelines, Dr. Monina M. Escalada will be permitted to be seconded to IRRI for a period of one (1) year without prejudice to renewal for another year and ***provided that*** the aggregate time that she may enjoy secondment does not exceed three consecutive years. Furthermore, Dr. Monina M. Escalada has indicated that she will still continue to be a thesis adviser for DevCom students of LSU.

Hearing no objections, Regent Buenaventura B. Darga moved for the approval of the secondment of Dr. Monina Escalada to the International Rice Research Institute for a period of one (1) year effective 14 October 2002 until 13 October 2003 without prejudice to renewal for another year up to a maximum of three (3) consecutive years. Regent Jose V. Mazo seconded the motion. The Board passed

Board Resolution No. 91, s. 2002

Approving the secondment of Dr. Monina M. Escalada to the International Rice Research Institute (IRRI) effective 14 October 2002 until 13 October 2003 and ***provided that*** the approved BOR guidelines on secondment be strictly followed.

4. Request for Authority to Travel to Germany this coming November 2002 until 30 November 2002

President Paciencia P. Milan informed the body that she has been invited by the University of Hohenheim in Stuttgart, Germany as Resource Person in the M.Sc. Program "Agricultural Sciences, Food Security and Natural Resources".

Management in the tropics and Sub-Tropics" from 18 November 2002 until 30 November 2002. All expenses for the international travel will be borne by the University of Hohenheim.

The Board unanimously approved the travel request of President Paciencia P. Milan to Germany this coming 18 November 2002 until 30 November 2002. The Board passed

Board Resolution No. 92, s. 2002

Approving the request for authority to travel by President Paciencia P. Milan for her trip to the University of Hohenheim, Stuttgart, Germany this coming 18 November 2002 until 30 November 2002.

5. Proposal to Standardize the Laboratory Fee for All Computer Service Courses

President Paciencia P. Milan presented the proposal to the members of the Board of Regents. President Milan informed the Board that the proposal is for the standardization of the laboratory fee for all computer service courses in the amount of P500.00 per student per laboratory class. The amount generated will be used for the maintenance and upgrading of the computers used in different computer service courses.

Regent Buenaventura Go-Soco, Jr. inquired whether the amount will already include internet access.

President Milan replied that this is just for the laboratory fee for all computer service courses. As of the present, only the first two years (freshman and sophomore years) are levied a computer access fee. It will take at least two more years before students will be assessed the computer access fee.

Regent Jose v. Mazo moved for the approval of the proposal as presented. Regent Buenaventura Go-Soco seconded the motion. The Board passed

Board Resolution No. 93, s. 2002

Approving the proposal to standardize the laboratory fee for all computer service courses at P500.00 per student per laboratory

6. Use of Income

President Paciencia P. Milan presented to the body the proposed Use of Income by the Main Campus as well as for external campuses. President Milan pointed out that the Income from the Main Campus amounted to P4,351,272.00 and this amount is also apportioned for expenditure in accordance with the proposed use of income.

For the Alang-alang Campus, it was able to realize an income of P386,544.00 and this amount is apportioned in support of the operations of the campus.

For the Isabel Campus, it was able to realize an income of P209,364.77 and this amount is apportioned in support of the operations of the campus.

For the Tolosa Campus, it was able to realize an income of P151,298.00. However, included in their planned expenditure is the acquisition of an electric organ, which is not used for instruction. The campus already has an existing electric organ. Instead, the amount (P32,998.00) should instead be spent to repair some of the campus buildings that need immediate repair.

For the Villaba Campus, it was able to realize an income of P98,500.00 and this amount is apportioned in support of the operations of the campus.

Regent Buenaventura C. Go-Soco, Jr. moved for approval of the Use of Income from the different campuses of Leyte State University as presented/corrected. Regent Buenaventura B. Dargantes seconded the motion. The motion passed.

Board Resolution No. 94, s 2002

Approving the Use of Income from the Main Campus as presented.

Board Resolution No. 95, s 2002

Approving the Use of Income from the Alang-alang Campus as presented.

Board Resolution No. 96, s 2002

Approving the Use of Income from the Isabel Campus as presented.

Board Resolution No. 97, s 2002

Approving the Use of Income from the Tolosa Campus corrected and modified.

Board Resolution No. 98, s 2002

Approving the Use of Income from the Villaba Campus as presented.

IX. ADJOURNMENT

After all items were discussed, President Paciencia P. Milan, Chairperson of the LSU Board of Regents sitting-in for Chairperson Este who left earlier at 3:05 p.m. to catch-up with her flight back to Manila, presided over the adjournment of the meeting. Regent Buenaventura C. Go-Soco, Jr. seconded the motion.

The 6th Board of Regents (BOR) Meeting of the Leyte State University was adjourned at 3:40 p.m.

Certified True and Correct

Attested:


PACIENCIA P. MILAN
President


DANIEL M. TUDTUD JR.
Board Secretary

ATTACHMENTS



Office of the Board Secretary

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

DESIGNATED POSITIONS

BOR Resolution No. 73, s. 2002

**Confirming the appointments of some LSU personnel
for designated academic and administrative positions
effective on the dates specified.**

| NAME | POSITION | EFFECTIVITY |
|-------------------------------|--|------------------|
| 1. Dr. Angela A. Ferraren | Project Director CHED Zonal Research for Region VIII | 6/3/02-12/31/02 |
| 2. Dr. Roberto C. Guarte | Director, NCRC | 6/1/02-5/31/03 |
| 3. Ms. Teresita L. Quiñanola | OIC, HRMO | 6/1/02-5/31/03 |
| 4. Prof. Sergio E. Abit | OIC, Security Force | 1/1/02-12/31/02 |
| 5. Prof. Daniel M. Tudtud Jr. | OIC, LSU-Isabel Campus | 8/14/02-10/15/02 |

BOARD ACTION: CONFIRMED

Date : 11 September 2002

ATTACHMENT: C

Certified True and Correct:


DANIEL M. TUDTUD JR.
Board Secretary



Leyte State University
Visca, Baybay, Leyte 6521 A
Philippines

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 INCREASE ACADEMIC
SCHOLARSHIP MONTHLY STIPEND OF
UNDERGRADUATE FULL SCHOLARS
AND ACES SCHOLARS**

BOR Resolution No. 74, s. 2002

**Approving in principle, the increase of the
monthly stipends of undergraduate full scholars and
ACES scholars subject to the availability of funds.**

APPROVED MONTHLY STIPEND:

| | |
|---|----------------|
| FULL SCHOLARSHIPS (Entrance and Continuing) | - P 600.00/mo. |
| ACES | - P 800.00/mo. |

Effectivity: 1st semester, SY 2002-2003, subject to the availability of funds.

BOARD ACTION: APPROVED

Date : 11 September 2002

ATTACHMENT: E

Certified True and Correct:


DANIEL M. TUDTUD JR.
Board Secretary

OVPAA
CIMDO
ODAE
Cash Division
FMO
OSA



Office of the Board Secretary

Leyte State University
Visca, Baybay, Leyte 6521 A
Philippines

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

**PROPOSAL TO INCREASE UNDERGRADUATE
SCHOLARSHIP EXAMINATION FEE**

BOR Resolution No. 75, s. 2002

**Approving the proposal to increase Undergraduate
Scholarship Examination Fees as modified.**

The Board suggested that the fees for the undergraduate scholarship examination should be based on the income level of the students, as follows:

a. Entrance Scholarship

- a) P50.00 - *for students with family income of not more than P60,000.00 per annum*
- b) P 100.00 - *for students with family income of between P60,001.00 to not more than P80,000.00 per annum*
- c) P 150.00 - *for all other students, including faculty and staff dependents, with family income of more than P80,000.00 per annum*

b. ACES - P 50.00/subject

The students shall be required to present Tax Return of parents. The collection of increased examination fees will start October 1, 2002.

BOARD ACTION: APPROVED

Date : 11 September 2002

ATTACHMENT: F

Certified True and Correct:

DANIEL M. TUOTUD JR.
Board Secretary

OVPAA
CIMDO
ODAE
OSA
Cash Division
FMO

**GUIDELINES FOR THE IMPLEMENTATION OF LSU-FUNDED
UNDERGRADUATE SCHOLARSHIPS AND GRANTS**

A. Entrance Scholarship (good for one semester only)

1. Qualifications

An applicant for the Entrance Scholarship must:

- a. be a Filipino citizen;
- b. have passed the Entrance Scholarship Exam and has met the prescribed score;
- c. have at least a HS average of 85%;
- d. not have taken any College units; and
- e. not have been found guilty in any disciplinary case.

2. Requirements/Supporting Documents

- a. Acceptance form/reply slip to be submitted before the deadline
- b. Certified photocopy of HS Card (To be certified by the Principal of the attended)
- c. Birth Certificate & other documents to prove citizenship

3. Financial Privileges(as approved by BOT)

- a. Free tuition fees
- b. Book allowance
- c. Monthly stipend

4. Other Privilege

- a. Priority in dorm admission

B. Honorific Scholarship (good for two semesters only)

1. Qualifications

An applicant for the Honorific Scholarship must:

- a. be a Filipino citizen;
- b. have graduated valedictorian or salutatorian as certified by the High S and
- c. have not earned any unit in vocational and tertiary level.

For renewal purposes, an applicant must:

- a. have obtained a GPA of 2.50 during the first semester
- b. have not incurred incomplete or failing grade/s during the semester immediately preceding the application; and
- c. have not been found guilty in any disciplinary case.

2. Requirements for First Semester Application:

- a. Certificate of Honors Received
- b. Certified photocopy of High School Card (To be certified by the Principal of the school attended)
- c. Birth Certificate & other documents to prove citizenship

3. Financial Privileges

- a. Free tuition fees
- b. Monthly stipend

4. Other Privilege

- a. Priority in dorm admission

C. University (Full) & College (Partial) Scholarships

1. Qualifications

An applicant for the University/College Scholarships must:

- a. be a Filipino citizen;
- b. have taken a full load as prescribed in the course curriculum during the previous semester;
- c. have obtained a GPA ranging from 1.00-1.450 for University Scholarship and 1.750 for College Scholarship;
- d. have not incurred incomplete or failing grade/s during the semester immediate preceding the application; and
- e. have not been found guilty in any disciplinary case.

2. Requirements

- a. Report of grades during the previous semester (signed by the University Registrar)
- b. Acceptance form/reply slip to be submitted before the deadline
- c. Birth certificate & other documents to prove citizenship

3. Financial Privileges

- a. Free tuition fees
- b. Book allowance
- c. Monthly stipend

D. Advanced Credits for Exceptional Students (ACES)

1. Qualifications

An applicant for the Advanced Credits for Exceptional Students (ACES) must:

- a. be a Filipino citizen;
- b. be an incoming freshman with a general average of 85% or better; and
- c. have passed at least five(5) subjects or 15 units in the examinations in basic courses for advanced credit.

- c. belong to families whose annual gross income does not exceed P 60,0
- d. have not incurred incomplete or failing grade/s during the semester immediately preceding the application;
- e. have passed the interview conducted by the Grant-in-Aid Committee; and
- f. have not been found guilty in any disciplinary case.

2. Requirements

- a. Latest BIR Income Tax Return of parents or Certificate of Exemption
- b. Certification that the applicant is in need of financial assistance from an
following:
 - 1. Brgy. Captain
 - 2. Church Minister
 - 3. Social
- c. Report of grades for the previous semester

3. Financial Privileges

- a. Free tuition fees
- b. Book Allowance
- c. Monthly stipend

Duration of Scholarship/Grant

Any LSU-funded scholarship/grant is good for one semester only and is renewable for the succeeding semester if the applicant meets the requirements of the scholarship/grant but should not exceed four/five/six years as the case may be.

Enjoyment of Other Scholarship/Grant

If a student qualifies for two or more scholarships/grants, he shall be required to choose only one.

Application Procedure

- A. Students who will qualify for the University and College scholarships will be notified by the Scholarship In-charge at least one week before the scheduled enrolment of each semester he/she qualifies.
- B. For applicants of other scholarships/grants or those with required documents/interview:
 - 1. Secure application form from the Scholarship In-charge at the Office of Student Affairs
 - 2. All duly accomplished application forms with complete supporting documents must be submitted to the OSA on the following schedule:
 - a. within the 2nd week of classes for scholarships
 - b. within the 1st month of classes for grants-in aid
 - c. within the registration period for those that require interview such as Income and Academic B Grants

Composition of the Undergraduate Scholarship Committee

There shall be an Undergraduate Scholarship Committee appointed by the University President, which shall act on student applications for the LSU-funded Scholarships and Grant-in-Aid Program. It shall consist of the following:

- 1. Director of Accreditation and Evaluation -Chairman
- 2. Dean of Students -Member
- 3. University Registrar -Member
- 4. Executive Officer -Member
- 5. One Senior Staff -Member
- 6. One Junior Staff -Secretary



Leyte State University
Visca, Baybay, Leyte 6521 A
Philippines

Office of the Board Secretary

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

**GUIDELINES FOR THE IMPLEMENTATION OF LSU-FUNDED
FINANCIAL PRIVILEGES/GRANTS (Non-Academic)**

BOR Resolution No. 77, s. 2002

**Approving the guidelines for the implementation of LSU-
Funded financial privileges and grants (Non-Academic) as
corrected and modified.**

The following modifications to the proposed guidelines were suggested &
approved by the Board:

- a) **Dance Troupe Grant** – (1) Item I under Qualifications should read,
“qualify in the screening test conducted by a screening committee
headed by the Dance Troupe Director” and (2) Item III under Financial
Privileges, cash incentive if funds are available;
- b) **LSU Faculty/Staff Dependent Grant** – (1) separate the children’s
privilege from the privilege extended to the spouse and (2) Item 2
under Qualifications should be reconciled with Single Parents Law and
New Family Code definition and be reworded accordingly.

**BOARD ACTION: APPROVED
(as corrected and modified)**
Date : 11 September 2002
ATTACHMENT: H

Certified True and Correct:


DANIEL M. TUDTUD JR.
Board Secretary

OVPAA
OSA
ODAE
CIMDO
FMO

GUIDELINES FOR THE IMPLEMENTATION OF LSU-FUNDED FINANCIAL PRIVILEGES/GRANTS (NON-ACADEMIC)

A. USSC Officers Grant

1. Qualifications

A recipient of the University Supreme Student Council Officers Grant must:

- a. be a Filipino citizen;
- b. be an incumbent executive board officer namely: President, Vice-President, Secretary, Treasurer, Auditor and Senators (6);
- c. not have failing or incomplete grade/s during the previous semester for renewal; and
- d. have not been found guilty in any disciplinary case.

2. Requirements

- a. Certificate of position held at the USSC
- b. Report of grades for the previous semester
- c. Birth certificate or other documents to prove citizenship

3. Financial Privilege

- a. Free tuition fees

B. Dance Troupe Grant

1. Qualifications

An applicant for the Dance Troupe Grant must:

- a. qualify in the screening test conducted by a screening committee headed by the Dance Troupe Director;
- b. carry at least 15-unit load and have not obtained more than one failing or incomplete grade/s during the previous semester; and
- c. have not been found guilty in any disciplinary case.

2. Requirements

- a. Endorsement/Recommendation from the Dance Troupe Director
- b. Report of grades for the previous semester

3. Financial Privileges

- a. Free full tuition fees for grantees without failing or incomplete grade
- b. Free 50% tuition fees for grantees with one failing or incomplete grade
- c. Cash incentive, if funds are available

4. Other Privilege

- a. Exemption from attending all P.E. classes

C. Varsity Grant

1. Qualifications

An applicant for the Varsity Grant must:

- a. be a Filipino citizen;
- b. qualify in the screening test/try-out conducted by the LSU Varsity Coaches;
- c. carry at least 15-unit load and have not obtained more than one failing or incomplete grade/s; and
- d. have not been found guilty in any disciplinary case.

2. Requirements

- a. Endorsement/Recommendation from the IHK Varsity Coordinator;
- b. Report of grades for the previous semester
- c. Birth certificate & other documents to prove citizenship

3. Financial Privileges

- a. Free full tuition fees for grantees without failing or incomplete grade
- b. Free 50% tuition fees for grantees with one failing or incomplete grade
- c. Free playing uniform
- d. Allowance during attendance to Athletic competitions (e.g. SCUM, Regional Meet, Open Tournament e.g. Milo Marathon, Intercollegiate Competition, etc.)

4. Other Privilege

- a. Exemption from attending all P .E. classes

D. NSTP-ROTC Grant

1. Qualifications

An applicant for NSTP-ROTC Grant must:

- a. be a Filipino citizen;
- b. be an advanced officer of ROTC and not a recipient of any other scholarship, fellowship, or financial grant;
- c. carry at least 15-unit load and have not obtained more than one incomplete or failing grade/s;
- d. have not been found guilty in any disciplinary case.

2. Requirements

- a. Endorsement/Recommendation from the Head of the NSTP .
- b. Report of grades for the previous semester
- c. Birth certificate & other documents to prove citizenship

3. Financial Privileges

- a. free full tuition fees for grantees without failing or incomplete grade
- b. free 50% tuition fees for grantees with one failing or incomplete grade

E. LSU Faculty/Staff Dependent Grant

1. Qualifications

- a. be a Filipino citizen
- b. be a legitimate child/spouse of LSU staff;
- c. 21 years old or below;
- d. Single/unmarried;
- e. have complied with the Academic Requirements based on "Scholastic Delinquency" Chapter 56 Sec. 342-346 & BOT. Res. No.24, s. 1980 or Sec. G No.4 a-c of the Student Handbook 2002 Edition; and
- f. have not been found guilty in any disciplinary case.

2. Requirements

- a. Birth Certificate for children/Marriage Certificate for spouse
- b. Certificate of Employment from HRMDO
- c. Certified photocopy of HS Card for incoming freshmen/Report of grades for the previous semester for continuing students.

3. Financial Privileges

1. Free tuition fees

Duration of Grant

1. Any LSU-funded grant is good for one semester only and is renewable for the succeeding semester if the applicant meets the requirements.
2. Qualified applicants can avail of the privileges until the age of twenty one.

Enjoyment of Other Scholarship/Grant

If a student qualifies for two or more scholarships/grants, he/she shall be required to choose only one.

Application Procedure

1. Secure application form from the Scholarship In-charge at the Office of Student Affairs
2. All duly accomplished application forms with complete supporting documents must be submitted to the OSA within the first month of classes & within the registration period for those that require interview such as Income & Academic B Grants.

Effectivity

These guidelines shall take effect beginning 2nd Semester of SY 2002-2003 upon approval by the Board of Regents.

REVISED GUIDELINES ON GRADUATE ASSISTANSHIP PROGRAM

I. Nature of Assistanship

- a. Teaching Assistantship -entails classroom and/or laboratory instruction and related activities for 20 hours per week.
- b. Research Assistantship -entails research and related services and performance of other non-teaching duties for 20 hours per week.

II. Privileges

- a. Stipend: P 4,000.00 (Master's and doctoral students)
- b. Free tuition.
- c. Thesis/Dissertation support not to exceed P10,000.00 (subject to usual accounting and auditing regulations).
- d. Maximum load of nine (9) units per semester and three (3) units during summer, except for graduating graduate assistants.

III. Procedure for Hiring

- a. Limited slots are available for university-funded teaching assistantship. Thus, grants will be competitive in nature with one nominee coming from each department offering graduate program and in need of teaching assistant.
- b. The departments concerned should inform the graduate school of the availability of graduate research assistantship slot in their respective units, effectivity and duration, and other qualifications (if any), at least one (1) month prior to the start of the assistantship.
- c. The Graduate School shall consolidate all information on available graduate assistantship and issue periodic announcement.

IV. Qualification Requirement

- a. Must be admitted as regular student in the Graduate School during the term (semester/summer).
- b. Must not be recipient of any scholarship/grants in-aid.
- c. Graduate teaching applicants must pass a competitive selection process to be conducted first by an evaluation committee of the department/unit concerned then reviewed by the respective college and finally by the University Student Scholarship Committee (USSC) based on the following criteria:
 1. teaching ability
 2. scholarship performance
 3. positive evidence of educational interest and marked academic growth.
- d. Graduate research applicants must pass a competitive selection process to be conducted by the leader of the project/study based on:
 1. research competence and productivity
 2. scholarship performance
 3. positive evidence of educational interest and marked academic growth.

V. Appointment of Graduate Assistanship

a. Tenure of Appointment

Appointment for graduate assistantship is made on an annual basis subject to semestral/term evaluation and renewal not to exceed a total of three (3) years at the master's , level or five (5) year at the doctoral level. Appointments may be revoked on grounds of unsatisfactory performance.

semestral/term evaluation and renewal not to exceed a total of three (3) years at the master's level or five (5) years at the doctoral level. Appointments may be revoked on grounds of unsatisfactory performance.

semestral/term evaluation and renewal not to exceed a total of three (3) years at the master's , level or five (5) year at the doctoral level. Appointments may be revoked on grounds of unsatisfactory' performance.

b. Recommendation for Appointment

The recommendation for appointment of graduate teaching assistants shall originate from the Department/College concerned. It shall be endorsed to the USSC for final evaluation. The committee then endorses the successful applicants from the various Colleges/Departments to the Dean of the Graduate School, who in turn recommends them to the LSU President through the Vice President for Academic Affairs.

In case of project-funded graduate research assistantship, the recommendation for appointment shall originate from the Project/Study Leader. The Department/College concerned shall endorse it to the Dean of the Graduate School, who in turn recommends the applicant to the LSU President through the Vice President for Research and Extension and Vice President for Academic Affairs.

c. Renewal for appointment

The renewal of appointment of graduate assistants shall be considered upon fulfillment of the following conditions:

1. Must have rendered satisfactory service for a total period of 20 hours per week in his assigned work as certified by his immediate supervisor.
2. Has maintained an academic load of at least six (6) graduate units per semester and three (3) during summer except in thesis or dissertation stage.
3. Must have maintained a weighted average grade of "2" and "1.75", or better for every term if pursuing M. S. or Ph.D. degree, respectively. In the event that the graduate assistant gets a final grade of "5", he/she is automatically terminated. In no case shall the assistant have incomplete grades in two courses per term or one incomplete grade per term in two consecutive terms; otherwise, his/her assistantship will be suspended.

d. Submission of duly accomplished application form to the department concerned.

e. Application for graduate assistantship must be supported by the following documents.

1. A letter of admission to the LSU Graduate School
2. Original or certified true copy of transcript of scholastic records.
3. A copy of grades in courses during the previous term(s) duly certified by the University Registrar if the applicant is a continuing graduate student.
4. Certification of employment, whenever necessary .
5. Curriculum vitae (To include the following: (a) list of relevant experience (for teaching: school, subject(s) taught, inclusive dates; for research: title of study, nature of involvement, inclusive date(s).(b) honors/awards (c) list of publication, (d) graduate units related to job, and (e) services

VI. Deadline for Submission of Application

All applicants for graduate assistantship should submit their application least one (1) month before enrollment.

VII. Effectivity of Work

Effectivity of work shall be based on the date of approval of application Graduate School.

VIII. Work Assignment

- a. The graduate assistant may be assigned to perform tasks related to instructional research and extension programs of college.
- B. The department unit head shall define in writing the job assignment and schedule of the graduate student assistant in consultation with the graduate assistant's immediate supervisor.
- C. The work assignment of the graduate student assistant should not substantially deviate from the approved job description.

IX Submission of Daily Time Record and Payrolls

All graduate assistants should submit their approved Daily Time Record (DTR's) and accomplishment report to the Graduate School within one week the end of the month to facilitate preparation of payrolls.

X. Violations and Penalty

- a. Any violation of the above guidelines and/or falsification of work documents may mean cancellation of assistantship.
- b. A grantee with a failing grade shall automatically be prohibited from continuing his/her assistantship. However one with an incomplete grade may be allowed to work depending on the nature of the deficiency as certified by the professor concerned. Certification from the professor concerned shall be submitted to the Graduate School at least one week before enrollment.

PROPOSED GUIDELINES IN THE CONDUCT OF A WRITTEN COMPREHENSIVE EXAMINATION OF GRADUATE STUDENTS

A Comprehensive examination is conducted to test the ability of the graduate students to integrate knowledge in all the courses taken. Considering its importance in advanced education, the following guidelines are hereby proposed for the systematic administration of a written comprehensive examination.

1. Schedule of Examination

Comprehensive examination shall be conducted three times during the year. This shall coincide with the scheduled semestral and summer final examination week as indicated in the school calendar of the university.

- A. Master's students : First day (2 hours, 8:00-10:00 AM);
Second day (2 hours, 8:00-10:00 AM)
 - B. Doctoral students: First day (4 hours, 8:00-12:00 AM) for cognate
courses; and
Second day (4 hours, 8:00-12:00 AM) for the major
courses.
2. Application for examination must be approved at least one month before the date of examination.
 3. An approved application for comprehensive examination must be presented during the time of examination.
 4. The examination shall be conducted simultaneously in the different departments offering the graduate program.
 5. The venue of the examination will be in the students' major department, i.e., student majoring in Agricultural Education shall take the comprehensive examination at the Department of Science Education.
 6. The examination will be based on the students' major and cognate fields of specialization. The Graduate Advisory Committee (GAC) shall prepare the examination questions but may also solicit questions from other professors and seek help in checking them. The GAC shall make sure that all the subjects taken are integrated in the questions (75% from major, and 25% from cognate courses).
 7. To pass the examination, the student must get an average score of not less than 75% of the total points provided no score is below 60%. If below 60% the student should retake that particular section of the examination.
 8. The GAC should check the paper immediately, latest to be one week after the examination.
 9. The GAC chairman shall 1) convene the GAC members to consolidate/summarize the results of the examination; 2) inform the student on the result, 3) and submit the result to the Graduate School.
 10. Serving of snacks by graduate students who are taking the comprehensive examination is not allowed.



Leyte State University
Visca, Baybay, Leyte 6521 A
Philippines

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 INCREASE THE COST OF THE SCHOOL FEES FOR
UNDERGRADUATE FRESHMEN AND TRANSFEREES**

BOR Resolution No. 80, s. 2002

Approving, *in principle*, the proposal to increase the cost of school fees for undergraduate freshmen and transferees from SY 2003-2004 to SY 2005-2006 PROVIDED THAT the proposal be further refined taking into account the suggestions of the Board of Regents.

APPROVED FEE PER TERM

| <u>ITEM</u> | <u>2003-2004</u> | <u>2004-2005</u> | <u>2005-2006</u> |
|-------------------------------------|------------------|------------------|------------------|
| A. Tuition & College Fee | | | |
| Tuition, per unit | 70.00 | 100.00 | 120.00 |
| Laboratory Fee (per lab subject) | | | |
| Veterinary Medicine | 800.00 | 1,000.00 | 1,200.00 |
| Computer Service Course | 500.00 | 700.00 | 1,000.00 |
| Other Subjects | 300.00 | 400.00 | 500.00 |
| B. Miscellaneous Fees | | | |
| Deposit ¹ | 120.00 | 150.00 | 160.00 |
| Library | 130.00 | 170.00 | 200.00 |
| Medical/Dental Fee | 50.00 | 65.00 | 90.00 |
| Insurance Fee* | 30.00 | 35.00 | 40.00 |
| Entrance/Registration Fee | 145.00 | 200.00 | 250.00 |
| Handbook* | 100.00 | 100.00 | 100.00 |
| LSU I.D.* | 70.00 | 100.00 | 100.00 |
| Athletics & Cultural Fee | 80.00 | 110.00 | 140.00 |
| NSTP | 200.00 | 220.00 | 250.00 |
| Education. Devt & Facilities | | | |
| Improvement Fee | 150.00 | 200.00 | 300.00 |
| Computer Time Fee | 100.00 | 100.00 | 100.00 |
| Testing Fee* | 100.00 | 100.00 | 100.00 |
| Guidance Fee** | 10.00 | 20.00 | 30.00 |

C. Other Fees

| | | | |
|--|--------|--------|--------|
| Graduation Fees | 250.00 | 300.00 | 300.00 |
| Thesis Completion | 300.00 | 350.00 | 450.00 |
| Residence Fee (Completion of Degree) | 300.00 | 350.00 | 450.00 |
| Transcript of Records, per page: | | | |
| Computer Printed (fresh) | 50.00 | 50.00 | 60.00 |
| Photocopy w/ Registrar's orig. signature | 20.00 | 20.00 | 25.00 |
| Transfer Credential | 30.00 | 40.00 | 50.00 |
| Certification, per page | 15.00 | 20.00 | 25.00 |
| Authentication of Documents, per page: | | | |
| Transcript of Records | 35.00 | 35.00 | 40.00 |
| Diploma | 50.00 | 75.00 | 100.00 |

This proposal does not include the fees for computer science major courses, which have separate computation of fees.

* Paid only once.

** Additional Miscellaneous Fee

¹ The Deposit is payable once & refundable upon leaving the University, i.e. graduation, transfer, withdrawal, etc. It serves as initial payment for laboratory breakages and other similar obligations.

BOARD ACTION: APPROVED

Date : 11 September 2002

ATTACHMENT: L

Certified True and Correct:

DANIEL M. TUdTUD JR.

Board Secretary

OVPAA
Graduate School
CIMDO
ODAE
OSA
Registrar
Cash Division
FMO

LEYTE STATE UNIVERSITY

Visca, Baybay, Leyte

ACADEMIC REGULAR STAFF RECOMMENDED FOR APPOINTMENT

FOR BOARD OF REGENTS' CONFIRMATION

| NAME | POSITION | DEPT. |
|----------------------|------------------------------|-----------------------------------|
| 1. CORTEZ, Evelyn S. | Instructor I (Substitute) | College of Veterinary Medicine |

Request for confirmation has been passed through the Academic Personnel Board.

Submitted by:


TERESITA L. QUINANOLA
OIC, HRMDO

Noted:


ENCIENCJA P. MILAN
President

EXCERPT FROM THE APPROVED MINUTES OF THE ACADEMIC PERSONNEL BOARD MEETING DATED MAY 31, 2002 at 2:00 A.M.

1. Request of the College of Veterinary Medicine Personnel Committee to hire two regular substitutes (Drs. Eimer Q. Abillar and Evelyn S. Cortez) and three part timers.

APB Action:

Recommending for approval. However, it is recommended by the Board that basic animal science courses should be taught by faculty members with Animal Science specialization instead of veterinarians.

TERESITA L. QUINANOLA
APB Secretary

LEYTE STATE UNIVERSITY

Visca, Baybay, Leyte

ACADEMIC NON-TEACHING STAFF RECOMMENDED FOR REGULAR APPOINTMENT

FOR BOARD OF REGENTS' CONFIRMATION

| NAME | POSITION | DEPT. |
|-------------------------|--------------|-------|
| 1. DUATIN, Flora Mia Y. | Instructor I | NARC |

*Note: Recommendation has been passed through the Academic Personnel Board Meeting
08/20/02.*

Submitted by:


TERESITA L. QUINANOLA
CHC, HRMDO

Noted:


ENCIENLA P. MILAN
President

EXCERPT FROM THE APPROVED MINUTES OF THE ACADEMIC PERSONNEL
BOARD MEETING DATED AUG. 20, 2002 at 2:00 P.M.

10. Recommendation of the NARC Personnel Committee to give Ms. Flora
Destin an Instructor I position considering her expertise as tissue culture spe

APB Action:

Recommending for approval depending upon availability of position
on a lump sum basis considering she is already a Master's degree holder.


TERESITA L. QUINANOLA
APB Secretary

LEYTE STATE UNIVERSITY

Visca, Baybay, Leyte

APPOINTMENT OF REGULAR EMPLOYEE FOR LSU-LSSF CAMPUS

FOR BOARD OF REGENTS CONFIRMATION

| | NAME | POSITION |
|----|---------------------------|--------------|
| I. | DUAVIS, POLICARPO PAUL N. | INSTRUCTOR I |

Note: Recommendation has been passed through the Academic Personnel Board dtd 05/17/02.

Submitted by:


TERESITA L. QUIÑANOLA
HRMO IV

NOTED:


PACIENCIA P. MILAN
President

EXCERPT FROM THE APPROVED MINUTES OF THE ACADEMIC PERSONNEL BOARD
MEETING DATED MAY 17, 2002 AT 9:00 A.M.

7. Recommendation of Dr. Celedonia De Asis Palaña to hire Mr. Policarpo Paul N. Duavis as Instructor I.

APB Action:

Recommending for approval.


TERESITA L. QUIÑANOLA
APB, Secretary

LEYTE STATE UNIVERSITY

Visca: Baybay, Leyte

ACADEMIC STAFF RECOMMENDED FOR APPOINTMENT

FOR BOARD OF REGENTS CONFIRMATION

| <u>Name of Employee</u> | <u>Position</u> | <u>Dept.</u> | <u>Effectivity</u> |
|-------------------------|------------------------------|---------------------|--------------------|
| L. DUCE, Leo Julius P. | Instructor 1 (Substitute) | College of Forestry | October 16, 20 |

Submitted by:


TERESITA L. QUINANOLA
HRMO IV
07/31/02

Noted:


PACTO L. MILAN
President



LEYTE STATE UNIVERSITY

Visca, Baybay, Leyte

ADMINISTRATIVE STAFF APPROVED BY DBM FOR UPGRADING FOR BOARD OF REGENTS CONFIRMATION

| Name of Employee | Present Position | SG | SI | New Position | SG | SI |
|------------------|------------------|----|----|--------------|----|----|
| EJA, Tamar L. Sc | Driver I | 3 | 2 | Driver II | 4 | 1 |

Submitted by:

Teresita L. Quinola
TERESITA L. QUINOLA

HRMO IV

07/31/02

Noted:

Macencio B. Milan
MACENCIO B. MILAN
President


LEYTE STATE UNIVERSITY

Visca, Baybay, Leyte

ADMINISTRATIVE STAFF RECOMMENDED FOR PROMOTION
FOR BOARD OF REGENTS CONFIRMATION

| <u>Name</u> | <u>Position</u> | <u>Effectivity</u> |
|--------------------|-----------------|--------------------|
| RABANOS, Nolito L. | Driver II | Upon BOR approval |

Submitted by:


TERESITA L. QUIÑANOLA
HRMO IV
07/31/02

Noted:


PACIENCIA P. MILAN
President



LEYTE STATE UNIVERSITY

Visca, Baybay, Leyte 6521-A
Philippines

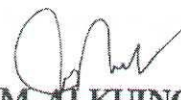
RECEIVED
DATE: 07/25/02
BY: [Signature]
VISCA, BAYBAY



HRM
RECEIVED
SIGNATURE

OFFICE OF THE VICE PRESIDENT
FOR ADMINISTRATION & FINANCE

1st Indorsement
July 25, 2002

Respectfully forwarded to Dr. Paciencia P. Milan, University President, favors indorsing the promotion of Mr. Nolito L. Rabanos and Isidro D. Oclinaria as Drive and I respectively. This recommendation affirms the result of the screening submitted by Preliminary Screening Committee for Administrative Staff (PSCAS) and was unanimously endorsed by the members of the Non-Academic Personnel Board (NAPB) in a referendum dated July 23, 2002.


JOSE M. ALKUINO, JR.
Chairman, NAPB

LEYTE STATE UNIVERSITY

Visca, Baybay, Leyte

CHANGE OF STATUS OF APPOINTMENT FROM LUMP SUM TO ITEM


FOR BOARD OF REGENTS CONFIRMATION

| <u>NAME</u> | <u>POSITION</u> | <u>DEPT.</u> |
|--------------------|-----------------|----------------------------|
| ABELA, Julius V. | Instructor I | Dept. of Animal Science |
| GRAVOSO, Annie P. | Instructor I | Dept. of Science Education |
| OCLARIT, Elvira L. | Instructor I | Dept. of Pest Management |

Recommendation has been passed through the Academic Personnel Board dtd 08/20/02.

Submitted by:

Noted:


TERESITA L. QUINANOLA
OIC, HRMDO


PACIENCIA P. MILAN
President

RPT FROM THE APPROVED MINUTES OF THE MEETING OF THE ACADEMIC
PERSONNEL BOARD DATED AUG. 20, 2002.

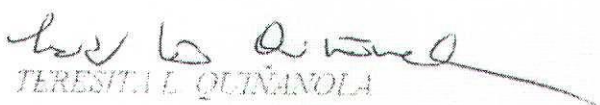
Ranking of incumbent Instructor I with Master's Degree for plantilla item as follows:

| <u>Names</u> | <u>Total Per NBC 461 guidelines</u> |
|------------------------|-------------------------------------|
| 1. Cuadra, Liferney J. | - 104.80 |
| 2. Abela, Julius V. | - 91.16 |
| 3. Gravoso, Annie P. | - 84.00 |
| 4. Oclarit, Elvira L. | - 83.60 |
| 5. Abela, Rosario P. | - 82.22 |
| 6. Lim, Anna Leah D. | - 70.72 |

APB Action:

Based on the discussion of the APB members, granting of items will be prioritized based on the need of the department. Presently, the thrust of the College of Education is towards Science Education. Hence, Dr. Cuadra and Mrs. Abela are given low priority. The three faculty to be given plantilla items are: Mr. Julius Abela, Mesdames Annie P. Gravoso and Elvira L. Oclarit. Once a vacancy occurs due to retirement in Ag. Educ., Dr. Cuadra shall be given priority.

Submitted by:


TERESITA L. QUINANOLA
Secretary, N-APB

LEYTE STATE UNIVERSITY

Visca, Baybay, Leyte

ADMINISTRATIVE STAFF
RECOMMENDED FOR REGULAR APPOINTMENT
FOR BOARD OF REGENTS CONFIRMATION

| <u>Name</u> | <u>Position</u> | <u>Effectivity</u> |
|-------------------------|-----------------|--------------------|
| L. OCLINARIA, Isidro D. | Driver I | Upon BOR approval |

Submitted by:


TERESITA L. QUIÑANOLA
HRMO IV
07/31/02

Noted:


PACIENCIA P. MILAN
President

LEYTE STATE UNIVERSITY

Visca, Baybay, Leyte

TEMPORARY ACADEMIC STAFF RECOMMENDED FOR PERMANENCY


FOR BOARD OF REGENTS APPROVAL

| <u>Name</u> | <u>Position</u> | <u>Effectivity</u> |
|----------------------|-----------------------|--------------------|
| 1. TULIN, Edgardo E. | Associate Professor V | Upon BOR approval |


Note:

Recommendation has been passed through the Academic Personnel Board Meeting dtd Aug. 20, 2002 at 2:00 p.m.

Submitted by:


TERESITA L. QUIÑANOLA
OIC, HRMDO

Noted:



PACIENCIA P. MILAN
President

EXCERPT FROM THE APPROVED MINUTES OF THE ACADEMIC PERSONNEL BOARD MEETING HELD AT THE OVPAA CONFERENCE ROOM ON AUGUST 20, 2002.

1. Recommendation of the Philrooterops Personnel Committee for the change of status from temporary to permanent of Dr. Edgardo E. Tulin.

APB Action:

Recommending for approval to take effect upon approval by the Board of Regents.


TERESITA L. QUIÑANOLA
Secretary, APB

Visca, Baybay, Leyte

RENEWAL OF APPOINTMENT
REGULAR-TEMPORARY EMPLOYEES

FOR BOR CONFIRMATION

| <u>DEPT./NAME</u> | <u>POSITION</u> | <u>EFFECTIVITY</u> |
|----------------------------|-----------------|--------------------|
| ARMENIA, Pedro T. | Asso. Prof. V | Nov. 1, 2002 |
| PALOMA, Lucy B. | Asso. Prof. I | Nov. 1, 2002 |
| DIPUTADO, Ma. Luisa E. | Asst. Prof. II | Nov. 1, 2002 |
| SALAMAT, Elsie E. | Asst. Prof. II | Nov. 1, 2002 |
| BINONGO, Suzette B. | Instructor I | Nov. 1, 2002 |
| RACHO, Preston E. | Instructor I | Nov. 1, 2002 |
| MARTINEZ, Seregena Ruth L. | Asst. Prof. I | Nov. 1, 2002 |
| SEDIGO, Erna Teresita J. | Asst. Prof. I | Nov. 1, 2002 |
| POLIKUIT, Rosalina D. | Instructor III | Nov. 1, 2002 |
| MAZO, Analyn M. | Instructor I | Nov. 1, 2002 |
| LIM, Anna Leah D. | Instructor I | Nov. 1, 2002 |
| ESPINA, Dinah M. | Asst. Prof. I | Nov. 1, 2002 |
| MONSALES, Lotis A. | Instructor I | Nov. 1, 2002 |

Recommendation has been passed through the Academic Personnel Board Meeting dtd Aug. 20, 2002 at 2:00 p.m.

Submitted by:

Noted:


PACIENCIA P. MILAN
President


TERESITA L. QUINANOLA
OIC, HRMDO

PT FROM THE APPROVED MINUTES OF THE ACADEMIC PERSONNEL BOARD MEETING HELD AT
OFFICE OF THE OVPAAC CONFERENCE ROOM ON AUG. 20, 2002 AT 2:00 P.M.

Recommendation of the DASS Personnel Committee for the renewal of appointment of Miss Suzette B. Binongo
as Instructor I, effective Nov. 1, 2002.

APB Action:

Recommending for approval, Ms. Binongo is advised to finish her masteral program so that she can be
considered for a position with item.

Recommendation of Mrs. Ma. Luisa E. Dipfado, Head, for the renewal of appointment of Mr. Preston E. Racho

APB Action: Recommending for approval.

Recommendation of the DLABS Personnel Committee for the renewal of appointment of Mesdames Seregena
Ruth L. Martinez and Erna Teresita J. Sedigo effective Nov. 1, 2002.

APB Action:

Per approved Minutes of the APB Meeting dated May 11, 2001 the said faculty members were reminded
to finish their much delayed graduate studies within one (1) year from June 2001. Mesdames Seregena Ruth L.
Martinez and Erna Teresita J. Sedigo are requested to submit a written explanation as to why they have not
finished their MA yet.

Recommendation of the DBS Personnel Committee to renew the appointment of Mesdames Rosalina D. Poliquit
and Analyn M. Mazo effective November 1, 2002.

APB Action:

Recommending for approval. Mesdames Rosalina D. Poliquit and Analyn M. Mazo are requested to
submit the status of their pursued graduate courses.

TERESITA L. QUINANOLA
Secretary, APB



COLLEGE OF ENGINEERING & AGRI-INDUSTRIES

Leyte State University
Visca, Baybay, Leyte 6521-A

August 12, 2002

The President
LSU
Visca, Baybay, Leyte

Thru: The VP for Academic Affairs
LSU

Madame:

The appointment of the following faculty members in the College of Engineering and Agri-Industries will expire on October 31, 2002. Since their services are badly needed, we strongly recommend the renewal of their appointments for another year effective November 2002.


1. Dr. Pedro T. Armenia – Assoc. Prof. V and Head, Dept. of Economics
2. Prof. Lucy B. Paloma – Assoc. Prof. I and Head, Dept. of Business Management
3. Prof. Ma. Luisa E. Diputado – Asst. Prof. II and Head, Dept. of Computer Science and Technology


Hoping for your favorable approval.


Very truly yours,

The Academic Personnel Committee members of the College:


PEDRO T. ARMENIA
Member


MA. LUISA E. DIPUTADO
Member


LUCY B. PALOMA
Member


LUTGARDA S. PALOMAR
Member


GREGORIO J. GALINATO JR.
Chairman

RECOMMENDATION APPROVAL


MANUEL K. PALOMAR
VICE-PRES FOR ACADEMIC AFFAIRS

APPROVED


PACENCIA P. M...
PRESIDENT



DEPARTMENT OF ANIMAL SCIENCE

College of Agriculture
Leyte State University (LSU)

Visca, Baybay, Leyte 6521-A, PHILIPPINES
Tel. No. (053) 335-2640

August 8, 2002

DR. PACIENCIA P. MILAN

President

Leyte State University

Visca, Baybay, Leyte

Through: DR. MANUEL K. PALOMAR
Vice President for Academic Affairs
and Chairman, APB

Dear Madam President:

The Personnel Committee of the Department of Animal Science (DAS) - College of Agriculture strongly recommends the renewal of appointments of the following academic staff effective November 1, 2002 until October 31, 2003:


| <u>Name</u> | <u>Position</u> |
|---------------------|-----------------|
| 1. Anna Leah D. Lim | Instructor I |
| 2. Dinah M. Espina | Asst. Prof. I |

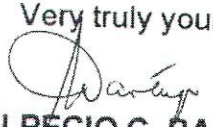
The services of the aforementioned academic staff are highly needed to effectively carry the academic programs of the department. Please see attached projected Teaching/Summary of Faculty Workloads.

Thank you for your continued support.


LOLITO C. BESTIL
Member



DINAH M. ESPINA
Member


SERENA L. SANCHEZ
Chairman

Very truly yours,

SULPECIO C. BANTUGAN
Member


FE C. EVANGELIO
Member


NOTED BY:


NORMA V. CALA
Director, Finance, LSU

Recommending Approval:


OSCAR B. POSAS
Dean, CA & Director, OCIMD

APPROVED:


PACIENCIA P. MILAN
President

CERTIFIED FUNDS AVAILABLE:


VELMA P. BONTUYAN
Budget Officer, LSU


MANUEL K. PALOMAR
VPAA & Chairman, APB

LEYTE STATE UNIVERSITY
COLLEGE OF AGRICULTURE
DEPARTMENT OF PEST MANAGEMENT
Visca, Baybay, Leyte

August 5, 2002

Dr. Paciencia P. Milan
President
Leyte State University
Visca, Baybay, Leyte

Thru: Dr. Oscar B. Posas
Director, CIMD
LSU, Visca, Baybay, Leyte

Dear Dr. Milan:


We wish to recommend the renewal of appointment of the following faculty members whose appointments will expire on 31 October 2002.


Ms. Elvira L. Oclarit – Instructor I
Ms. Elsie E. Salamat – Asst. Prof. II


Attached is the projected workload of the DPM staff for 1st and 2nd semester SY 2002-2003.


Thank you for your continued support to DPM.

Very truly yours,

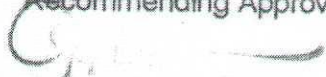

LUALHATI M. NORIEL
DPM, Head & Chairman,
DPM Personnel Committee


BIMBO T. MANDRAS
Member



LUCIA M. BORINES
Member


RENY G. GERONA
Member

Recommending Approval:


OSCAR B. POSAS
Director, CIMD


MANUEL K. PALOMAR
VICE-PPS FOR ACADEMIC AFFAIRS

APPROVED:

PACIENCIA P. MILAN
President


MYRNA M. A.
Director,

0029

PROPOSAL TO INCREASE THE EXISTING HIGH SCHOOL FEES AND INCLUDE OTHER FEES

Rationale:

The high school of the Leyte State University has been highly subsidized by the government ever since then. The students pay very minimal fees for the quality education they obtain from the school. Due to current budgetary constraints of the University, there is a felt need to increase some of the high school fees to share the cost of providing basic education to our high school students with their parents.

The additional amount collected will be used to help defray the rising costs of goods and services provided to the students; and to purchase the necessary supplies and materials for class instruction.

Meanwhile, library, L.D., student development fund and diploma fees are charged as these were inadvertently omitted in the previous proposal. A legacy fund is also included in the fees of graduating students to finance projects exclusively for students use. Finally, facilities development fee is added for acquisition and/or repairs of urgently needed equipment and facilities (e.g. computer units, etc.).

Following are comparative tables of the present and proposed rates and the total payment per student for the whole year.



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 INCREASE SOME HIGH SCHOOL FEES AND INCLUDE A
LIBRARY FEE, A DIPLOMA FEE, AND AN ALUMNI LEGACY FUND**

BOR Resolution No. 87, s. 2002

**Approving the proposal to increase the existing high school
fees and other fees as presented effective SY 2003-2004.**

Approved Fees:

Miscellaneous & Other Fees

| | | |
|--|-----------|----------|
| Entrance Fee | P | 100.00* |
| Tiller Bulletin | | 100.00 |
| Deposit (First Year) | | 100.00** |
| I.D. Fee (First Year) | | 50.00 |
| Psychological Examination: (Freshmen & Seniors) | | 50.00 |
| Student Insurance | | 30.00 |
| Student Initiated Organizations: FFP, FAHP, Science Club, Sports Club, Dramatics Club & SBO & other mandated donations | | 150.00 |
| Laboratory Fee: | | |
| First Year | | 300.00 |
| Second Year | | 300.00 |
| Third Year | Scheme I | 300.00 |
| | Scheme II | 200.00 |
| Fourth Year | | 200.00 |
| Medical & Dental | | 30.00 |
| Athletics | | 30.00 |
| Cultural | | 100.00 |
| Library | | 100.00 |
| Student Development Fund | | 100.00 |
| Facilities Development Fee | | 100.00 |
| Computer Access (Third Year) | | 100.00 |
| Legacy Fund (Fourth Year) | | 100.00 |
| Diploma Fee (Fourth Year) | | 100.00 |

* Entrance Fee is paid by those who will be taking the Entrance Exam for Freshmen.
** Deposit is returned when they transfer or graduate.

Total payment per student for the whole year

| | | | |
|-------------|-----------|---|----------|
| First Year | | P | 1,240.00 |
| Second Year | | | 1,040.00 |
| Third Year | Scheme I | | 1,140.00 |
| | Scheme II | | 1,040.00 |
| Fourth Year | | | 1,190.00 |

BOARD ACTION: **APPROVED**

Date : 11 September 2002

ATTACHMENT: S

Certified True and Correct:

DANIEL M. TUdTUD JR.

Board Secretary

Cc: OVPAA
College Of Education
LSU High School
Cash Division



Office of the Board Secretary

Leyte State University
Visca, Baybay, Leyte 6521 A
Philippines

**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

*OP
OVPAF
Housing Committee*

A RESOLUTION REQUESTING THE APPROVAL OF THE LSU BOARD OF REGENTS TO LEVY A FEE OF P1,200.00 PER STUDENT ENROLLED IN COMPUTER LABORATORY COURSE PER SEMESTER AND AN ADDITIONAL FEE OF P200.00 PER ADDITIONAL COMPUTER COURSE ENROLLED AT INAVS, LSU-ISABEL CAMPUS, ISABEL, LEYTE.

WHEREAS, the *Isabel National Agricultural and Vocational School (INAVS)*, Isabel, Leyte is now fully integrated with the LEYTE STATE UNIVERSITY, Visca, Baybay, Leyte and is now known as LSU-Isabel Campus;

WHEREAS, Republic Act 8292 specifically empowers the Board of Regents to set up the adoption of modern and innovative modes of transmitting knowledge such as the use of information technology, the dual system, open learning, community laboratory, etc., for the promotion of greater access to higher education;

WHEREAS, for the purpose of enhancing the computer literacy of the students of the LSU-Isabel Campus as well as to serve the needs of the Associate in Computer Technology (ACT) and the Bachelor of Science in Information Technology (BSIT), the LSU-Isabel Campus shall acquire computers, software and peripherals and other accessories from MGX Computers and Electronics under a Rent-to-Own scheme, to include the following:

- | | |
|-----------|--|
| 25 units | - Pentium-4 class computers (1.6 GHz) with the following specifications: |
| | <ul style="list-style-type: none"> * ECS PVMM2 P-4 Motherboard * 128 MB SDRAM * 1.44MB FDD * Mid-Tower ATX casing with PS/2 keyboard * 20 GB Hard Disk (Seagate) * 14" Micronics Color Monitor * Logitech PS/2 mouse |
| 1 unit | - Pentium-4 class computer (1.6 GHz) with the following specifications: |
| | <ul style="list-style-type: none"> * ECS PVMM2 P-4 Motherboard * 256 MB SDRAM * 1.44MBFDD * LEXUS ATX Tower casing with PS/2 keyboard * 2 units 20 GB Barracuda Hard Disk (Seagate) * 17" Sony Color Monitor * 52X DR-Rom Drive * Logitech PS/2 mouse * 200W Stereo Speakers * 500 MA UPS (APC brand) |
| 1 unit | - Licensed WINDOWS 2000 NT PROFESSIONAL O/S |
| 25 units | - Licensed WINDOWS 2000 Workstation O/S |
| 25 units | - Licensed MICROSOFT OFFICE Software |
| 1 unit | - HP 845C Inkjet Printer |
| 1 unit | - Epson FX-1170 Printer |
| 2 units | - SURECOM IO/100 mbps 16 port switch |
| 1 roll | - UTP Cable BICC (REX Brand) |
| 2 units | - 2.0 HP Airconditioners (CONDURA Brand) |
| 1 unit | - Magnetic Switch with Surge Protector |
| 70 pieces | - RJ 45 Connectors |
| 28 pieces | - RJ 45 Rubber Sleeve |

WHEREAS, financially constrained, the LSU-Isabel Campus has to seek whatever possible and alternatives to be able to hold up to its responsibility of providing and augmenting know-on state-of-the-art technology for its studentry;

NOW THEREFORE, to support the rent-to-own agreement with MGX for the ident equipment, and after due consultation with the Supreme Student Council of the LSU-Is Isabel Campus, it was agreed that students enrolled in computer laboratory course be levied a fee of P1,200.00 per student per semester and an additional fee of P200.00 for each additional comp course enrolled;

RESOLVED, AS IT IS HEREBY RESOLVED, the undersigned is hereby requesting approval of the Board of Regents, through channels, to levy a fee of P1,200.00 per student enro in computer laboratory course per semester and an additional fee of P200.00 for each additi computer course enrolled.

Signed this 28th day of August, 2002 at LSU-Isabel Campus, Isabel, Leyte.



DANIEL M. TUDTUD, JR.

Officer-In-Charge

LSU-Isabel Campus

SUPREME STUDENT COUNCIL RESOLUTION NO. 001 SERIES - 2002

ENDORING THE REQUEST OF LSU-ISABEL CAMPUS TO
LEVY THE COLLECTION OF P 1,200.00 PER STUDENT
ENROLLED IN COMPUTER COURSE FOR
APPROVAL BY THE LSU BOARD
OF REGENTS

WHEREAS, the LSU-IC Supreme Student Council, is recognized by the LSU-Isabel Campus Administration as the policy-making body of the studentry;

WHEREAS, the SSC represents the entire studentry in planning activities and programs aiming to student welfare;

WHEREAS, the SSC believes that LSU-Isabel Campus has the responsibility of providing quality education by providing state-of-the-art equipment for national and global competitiveness;

WHEREAS, to address this need, the LSU-Isabel Campus Administration deemed it necessary for the school to acquire top-of-the-line computers for instructional use;

WHEREAS, the national government has never released adequate funds for this purpose, and the Administration opted to acquire this equipment on a rent-to-own agreement on the basis that each student has to pay an amount of ONE THOUSAND TWO HUNDRED PESOS (1,200.00) per computer laboratory subject enrolled and additional TWO HUNDRED PESOS (200.00) per additional computer course enrolled;

WHEREAS, the students represented by the SSC are willing to pay the said fee as stipulated above for they believe that keeping abreast with computer education carries with it a corresponding expense, and such redound to the benefit of all students;


WHEREAS, the students are willing to pay the said amount until such time that the computer units shall have been fully paid, provided that MGX will also ensure that the said equipment are maintained and are all in good running condition for the entire duration of the contract;

NOW THEREFORE, in a meeting presided by the SSC GOVERNOR JOAN ANATAD, with the approval of the officers present, hereby resolved to pass a resolution and ratify it;

RESOLVED, AS IT IS HEREBY RESOLVED that the Supreme Student Council endorse the request of LSU-IC to levy the collection of P 1,200.00 per student enrolled in computer course for approval by the LSU Board of Regents.

DONE this 25th day of July, 2002 at Leyte State University, Ibabai Campus, Ibabai, Leyte, Philippines.

CERTIFIED CORRECT



RIZZAL NUINOS
SSC Secretary

ATTESTED


IDAN C. MANATAD
SSC Governor

SIGNED


JOSEPH ABRAHAM
Vice Governor


CHARLES KENT MONTESCLAROS
Board of Directors


AMELYN MAYOL
Treasurer



MARIS SALAZAR
Auditor


CHRISTINE JOY BROCCO
Public Information Officer


ALMER TAPIC
Sgt. At Arms



ALBERT VALERIO
Sgt. At Arms

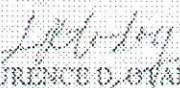

MARY JANE ABRAHAM
Board of Directors


MARENTA BANDINO
Board of Directors


MABELLA SALINAS
Board of Directors


CLEENDORA ENGANAY
Board of Directors


HELEN YARE
Board of Directors


LAURENCE O. OTABOY
Board of Directors

APPROVED:


PEDRO VALLAR
SSC Advisor

LEYTE STATE UNIVERSITY
Isabel Campus
INAVS, Isabel, Leyte

CONTRACT AND AGREEMENT

FOR MANGO FRUITS PRODUCTION

KNOW ALL MEN BY THESE PRESENTS:

This Agreement made and entered into by and between the LEYTE STATE UNIVERSITY (LSU) Isabel Campus, an Institution of higher learning, with principal office at Isabel, Leyte duly represented by its Vocational School Superintendent II, MR. VICTOR R. RITAGA, hereinafter referred as the First party

And

MR. JESSIE D. CALIZAR (Contractor), of legal age, married and residing at LIDE, Isabel, Leyte hereinafter referred as the Second Party.

That the Second Party agrees to perform all work fully and faithfully necessary for the MANGO FRUITS PRODUCTION in accordance with the plans and all terms and conditions to wit:

1. That the Second Party be allowed by the first party to manage the mango trees for fruit production within the period of one year starting March 1, 2002 to February 28, 2003, covering Module A to Module C, D, E, F, G with approximately 432 trees/hills;
2. That the Second Party be given free water solely for mango fruits production purposes. In case of other purposes the second party shall be charged by the first party per cubic meter of water consumption at IWD rate;
3. That the First Party or the school shall collect one-third (1/3) or 33.33% share of the gross harvested fruits per cropping;
4. That the Second Party should follow the standard procedures in producing, harvesting, transporting and storage of mango fruits to produce best quality mangoes. The exact number of days shall be 120 days old from the date of flower induction to harvest time;
5. That the sharing of the harvested mango fruits shall be done in a place agreed by both parties with the presence of the project in-charge and the COA Auditor. In the absence of the COA Auditor, the designated Internal Audit-Officer shall take his/her place;
6. That the Second Party shall shoulder all expenses incurred for labor, flower inducers, pesticides for the control of pests and diseases and foliar fertilizer to improve the quality of flowers and fruits. This includes provision of all pesticides to be used in inducing, harvesting and post-harvesting;
7. That the Second Party shall be liable for any injuries or accident that may happen to him or to his laborers during the course of work. Medication involved in such accident shall be the sole responsibility of the second party;
8. That the Second Party shall make use of his technical expertise in flower induction, harvesting and post-harvest technologies;

9. That the Second Party shall abide by the technical advice of the school;
10. That the Second Party shall keep on monitoring the number of bearing flowers, expected volume of harvest and date of harvest one month before the set date for harvesting;
11. That the Second Party shall provide security components to protect bearing trees as well as the harvested fruits;
12. That in case of death of a tree resulting from improper practice, contractor shall pay the tree in the amount as evaluated by the school, and replace the dead tree of the same variety;
13. That no harvesting shall be made of harvestable fruits in the absence of school project in-charge or representative of the school;
14. That the technology to be adopted must be clarified first with the school before its implementation more specifically in the use of pesticide Fungicides, fruit induction chemicals and their solutions.

IN WITNESS WHEREOF, we have hereunto set our hands this 25th Of Feb., 2002 at LSU Isabel-Campus, INAVS, Isabel, Leyte.

LEYTE STATE UNIVERSITY (LSU)

By [Signature]
VICTOR R. RITACA
Vocational School Superintendent II

[Signature]
JESSIE D. CALIZAR
Contractor

Res. Cert. No.: _____
Date Issued: _____
Place Issued: _____

Res. Cert. No.: 08327859
Date Issued: 2-26-02
Place Issued: Isabel, Leyte

[Signature]
PACIFIC B. CORDERO
Witness

[Signature]
ROTHA J. ABLEN
Witness

ACKNOWLEDGEMENT

REPUBLIC OF THE PHILIPPINES)
MUNICIPALITY OF ISABEL) S. S.
PROVINCE OF LEYTE

Before me, a notary public for and in the Province of Leyte, persons appeared MR. JESSIE D. CALIZAR, Contractor, and MR. VICTOR R. RITACA Vocational School Superintendent II, LSU Isabel-Campus, INAVS, Isabel, Leyte (with Residence Certificates as shown above) who are known to me and to me known to be same persons who executed the foregoing (Contract and Agreement) for the MANUFACTURING OF FRUITS PRODUCTION consisting of 2 pages, including acknowledgement page, and they acknowledged the same to be their own free will, voluntary act and deed and the free will and act of the respective entities they represent and for the purposes therein stated.

Witnesses my hand and seal this 15th day of March, 2002
At Isabel, Leyte, Philippines.

Doc. No. 388
Page No. 48

ATTY. [Signature] AVESTRA
NOTARY PUBLIC
UNITED STATES OF AMERICA
2002

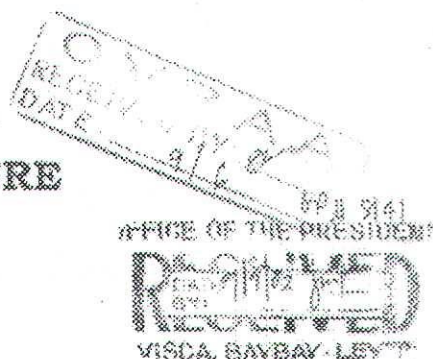


LEYTE STATE UNIVERSITY
COLLEGE OF AGRICULTURE

Visca, Baybay, Leyte 6521 Philippines

Office of the Dean

1st Endorsement
September 6, 2002



Respectfully forwarded to Dr. Paciencia P. Milan, LSU President, through Dr. Manuel K. Palomar, Vice President for Academic Affairs and Chairman, Academic Personnel Board, favorably endorsing the recommendation of DDC Personnel Committee for Dr. Monina M. Escalada's request for secondment to IRRI as International Research Fellow on Communication and Impact Research from October 14 2002 to 31 December 2004. She will not receive her salary during the fellowship period, so DDC can use it partly to hire a substitute. The said recommendation was duly acted upon by majority of the CA-Academic/Non-Academic Personnel Board members through a referendum dated September 6, 2002. (The basic communications are hereto attached).

Very truly yours,

OSCAR B. POSAS
Dean, College of Agriculture &
Chairman, CA Acad./Non-Academic
Personnel Board

Recommending Approval:

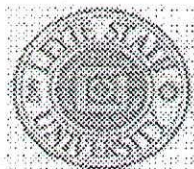
MANUEL K. PALOMAR
Vice President for Acad. Affairs &
Chairman, APB

APPROVED:

Provided DDC provision shall be followed.

PACIENCIA P. MILAN
President

(Approved for Oct. 14, 2002 to Oct. 13, 2004 but renewable for another year)



LEYTE STATE UNIVERSITY

Visca, Baybay, Leyte 6521-A
Philippines

September 9, 2002

REFERENDUM TO: APB MEMBERS

| | | |
|--|--------------------------|------------------------|
| <i>Escalada II, Jr.</i> <i>Chairman, APB</i> <i>#1</i> | Dr. Manuel K. Palomar | - Chairman |
| <i>Oscar B. Posas</i> <i>Member</i> <i>#1</i> | Dr. Oscar B. Posas | - Member |
| <i>Myrna M. Avila</i> <i>Member</i> <i>#1</i> | Dr. Myrna M. Avila | - Member |
| <i>Lina T. Villacarlos</i> <i>Member</i> <i>#1</i> | Dr. Lina T. Villacarlos | - Member |
| <i>Jose L. Baccag</i> <i>Member</i> <i>#2</i> | Dr. Jose L. Baccag | - Member |
| <i>Rafando H. Anilloda</i> <i>Member</i> <i>#1</i> | Dr. Rafando H. Anilloda | - Member |
| | Mrs. Teresita L. Quinana | - Ex-Officio Secretary |

5 out of 6
Close #1
MSD

SUBJECT: Endorsement of the CA Personnel Committee for the request of Dr. Man Escalada for secondment to IRRI as International Research Fellow Communication and Impact Research from October 14, 2002 to 31 Dec 2004.

Please indicate your action by choosing from among the herein listed alternatives.

- 1. Because of time constraint, let us not meet anymore I am recommend approval.
- 2. Let us meet to discuss this matter.
- 3. Others (Please specify)

Manuel K. Palomar
MANUEL K. PALOMAR
LSU APB Chairman



INTERNATIONAL RICE RESEARCH INSTITUTE

Office of the Deputy Director General for Partnerships

Fax: 053-335-2601

September 2002

Paciencia P. Milan

President

Leyte State University

Baybay, Leyte, Philippines

Dear Dr. Milan:

Subject: Request for the secondment of Professor M.M. Escalada to IRRI as International Research Fellow on Communication and Impact Research from 14 October 2002 to 31 December 2004.

The International Rice Research Institute has established the Irrigated Rice Research Consortium (IRRC) in partnership with national research and extension systems (NARES). The IRRC comprises thematic work groups on site-specific nutrient management, hybrid rice, weed biology, rodent management, and water saving. Another work group (WG) on Impact cuts across all thematic WGs and facilitates the delivery of research outputs for generating impact at farm, regional and national level. The Impact WG requires an international research fellow (IRF) to assist in carrying out its tasks within the duration of the IRRC.

In a highly competitive global search, Dr. Monina M. Escalada of the Leyte State University (LSU) was selected as a competent person to serve as IRF in the Impact WG of IRRC at IRRI. Escalada's selection for this position demonstrates LSU's excellence in producing high-caliber scientists and its leadership in development efforts in Asia. Through the years, IRRI has successfully collaborated with LSU on several initiatives, i.e., the Upland Rice Consortium, Women in Rice Farming Systems, and the Rice IPM Network. IRRI acknowledges the fact that the highly acclaimed Long An project in Vietnam to motivate farmers to reduce their early pesticide use had its roots in the collaborative farmer participatory research (FPR) initiated by LSU and IRRI in rice growing areas in Leyte.

While at IRRI, Dr. Escalada will help us assess farmers' needs and opportunities, identify and help evaluate suitable technology options that meet farmers' needs and circumstances, develop communication strategies for scaling up of selected integrated technologies for impact, document all processes and methods applied for creating impact, and report on impact of the above (IRRC) initiatives.

LSU will also benefit from Dr. Escalada's research fellowship at IRRI. Among the benefit the following:

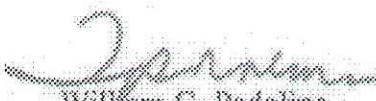
- 1) While on secondment, Dr. Escalada will not receive her salary from LSU but will continue performing her thesis advising responsibilities to the Department of Development Communication, attend the thesis defense and comprehensive examinations of her graduate students, and teach an undergraduate seminar, at no expense to the students or to her department.
- 2) She can regularly pass on to LSU College of Agriculture relevant teaching and current state-of-the-art materials on nutrient management, water saving, hybrid rice, weed ecology and rodent ecology, from the thematic WGS of the IRRC.
- 3) Her research experiences at IRRI and in the Asian region will provide her with cutting edge knowledge that will strengthen LSU's instruction and research programs in development communication when she returns after her term.
- 4) Her work with NARES partners could open up opportunities for training and research collaboration and faculty exchange between LSU and other institutions of higher learning in Asia and provide funding opportunities with donors.
- 5) Dr. Escalada will enhance the visibility of LSU as a leading institution of higher learning, not just within the Philippines, but also throughout Asia.

With only two more years left to the IRRC, we urgently need to get the IRF to IRRI at the earliest possible time, preferably by October 2002, to help carry out the planned tasks. Right now, a "3-Reductions" project is being initiated in the Mekong Delta and Vietnam is eagerly awaiting the IRF's inputs in the development of the baseline survey instrument that would appropriately reflect the impact indicators in getting farmers to reduce seed, fertilizer and insecticide applications.

We, therefore, seek your approval for the secondment of Dr. Escalada to IRRI for a fixed period from 14 October 2002 to 31 December 2004. This request is in line with the Memorandum of Agreement between IRRI and LSU that you and Dr. Ronald Cantrell signed in 2000. We look forward to your favorable consideration of our request for the secondment of Dr. Escalada to IRRI at the earliest possible time.

With warmest regards,

Very truly yours,


William G. Padolina
Deputy Director General for Partnerships

cc R. Cantrell, R. Wang, R. Buresh, T.P. Tuong, M. Bell and V. Balasubramanian - IRRI



LEYTE STATE UNIVERSITY

Visca, Baybay, Leyte 6521-A
Philippines
Telefax: 853-3352601

Office of the President

6 September 2002

Honorable Hester A. Garcia
Chairman
Commission on Higher Education
3rd Flr., DAP Bldg., San Miguel Avenue
Ortigas Center, Pasig City


Madame:

The University of Hohenheim in Stuttgart, Germany has invited me to act as Resource Person in the MSc Programme "Agricultural Sciences, Food Security and Natural Resource Management in the Tropics and Subtropics" on November 21 – 30, 2002. In this connection, I would like to request for authority to travel to Stuttgart, Germany for this purpose. All travel expenses will be provided by the University of Hohenheim.

Hoping for your favorable action on my request.

Thank you.

Very truly yours,


PACIENCIA P. MILAN
President



Leyte State University
Visca, Baybay, Leyte 6521 A
Philippines

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 STANDARDIZE THE LABORATORY
FEE FOR ALL COMPUTER SERVICE COURSES**

BOR Resolution No. 93, s. 2002

**Approving the proposal to standardize the laboratory
fee for all computer service courses at P500.00 per
student per laboratory.**

Proposal to Standardize the Laboratory Fee for All Computer Service Courses

The offering of a 3-unit computer course for non-computer science students is mandated by CHED as part of the general education curriculum. However, due to limited computer facilities the implementation of the computer subject as part of the GE curriculum was done gradually by degree program. Since the course requires a laboratory and the university does not have enough computers for use in all degree programs it is hereby proposed that each student regardless of degree program enrolled in computer service course should pay an amount of **P500.00** for computer laboratory for the maintenance of computer laboratory facilities and/or purchase of hardware.

The proposal includes all other existing computer subjects offered by the different departments as a requirement for their degree program.

BOARD ACTION: APPROVED
Date : 11 September 2002
ATTACHMENT: Y

Certified True and Correct:

DANIEL M. TUdTUD JR.
Board Secretary

OVPAA
Graduate School
OSA
Cash Division
Registrar
FMO
CIMDO