



April 19, 2023

DR. DANIEL LESLIE S. TAN

Vice-President for Administration and Finance
Visayas State University
Visca, Baybay City, Leyte
6521

Dear Dr. Tan:

Greetings!

The Department of Physics plans to install a water filtration system at the drinking fountain (please see the attached file) inside the Old Library Building to improve the drinking water system. However, our funds are limited to purchasing a water filtration system.

Related to this, we respectfully request from your office that funds be allocated to purchase a water filtration system for the drinking fountain. Installing the water filtration system will provide our faculty, staff, and students access to clean drinking water that is free from contaminants and will prevent any health hazards that might occur because of contaminated water. Also, the installation will maximize the intended purpose of the drinking fountain, eliminate the inconvenience of buying bottled water, and promote an eco-friendly and sustainable policy.

We are hoping for your favorable response regarding this matter.

Thank you very much.


Sincerely yours,


REV RHIZZA L. AURE
Head, DPhys

Noted:


MA. THERESA P. LORETO
Dean, CAS **APR 19 2023**

Approved:


DANIEL LESLIE S. TAN
VP for Admin - Finance

Proposed Water Filtration System

1. Top Tier 5-Stage Certified Ultra Safe Reverse Osmosis Drinking Water Filter System (PhP 60,000.00)



2. Lead-Free Brass Push Button Faucet (PhP 1,500.00 x 4 pcs. = PhP 6,000.00)



Vision: A globally competitive university for science, technology, and environmental conservation.

Mission: Development of a highly competitive human resource, cutting-edge scientific knowledge and innovative technologies for sustainable communities and environment.



Old Library Building Drinking Fountain



MINUTES of the VSU Finance Committee Meeting

April 25, 2023; 1:30pm
OVPAF Conference Room
Visca, Baybay City, Leyte

ATTENDANCE:

Present:

| | |
|--|---------------------------|
| Dr. Daniel Leslie S. Tan | - Chairperson |
| Ms. Louella C. Ampac, Director, ODFM | - Member |
| Mr. Nick Freddy R. Bello, OIC, Accounting | - Member |
| Prof. Ernesto F. Bulayog, DoEcon | - Faculty Representative |
| Dr. Elwin Jay V. Yu | - LSU-AdPA Representative |
| Ms. Princess Rey Ann Lene E. Romo, USSCF Chair | - Student Representative |
| Ms. Raquel H. Dohiling, AO II, OVPAF | - Recording Secretary |

Absent:

| | |
|--|----------|
| Ms. Alicia M. Flores, OIC, Budget Office | - Member |
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Agenda:

I. CALL TO ORDER

After ascertaining quorum, Dr. Daniel Leslie S. Tan, the Chairperson, called the meeting to order at 1:45 pm.

II. PRESENTATION OF AGENDA

The Chairperson presented the following agenda:

1. Request of Dr. Manuel Gacutan Jr., Head - Department of Animal Science, to seek financial assistance for the Livestock Challenge, Poultry Show, and Barn Dance.
2. Request of Dr. Rev Rhizza Aure, Head - Department of Physics, to purchase a water filtration system for the drinking fountain (PhP60,000.00) and 4 pcs lead-free brass button faucet (PhP6,000.00).
3. Request of Dr. Elwin Jay Yu, Head - USHER, to construct a concrete pavement with a tent.
4. Request of Dr. Elwin Jay Yu, Head - USHER, to rewire the USHER building (PhP1,960,430.00) and to purchase an automatic sprinkler system (PhP966,577.00).
5. Request of Atty. Rysan Guinocor, Head - Data Protection Office, to purchase an air conditioning unit (PhP40,000.00), a lounge sofa set with a center table (PhP16,400.00), and a laptop for seminars and workshops PhP75,000.00).
6. Other Matters.

- 72 2. Prof. Prof. Bulayog suggested that the department clean the tabletop where the water
73 filtration system will be installed and change the water pipelines and faucets. He said
74 installing this water filter system will also be suggested to other departments like DLABS,
75 CME, and Administration Building for health reasons where most students flock in these
76 areas. Dr. Yu said that although this water system is for safety, the university should also
77 consider the long-term maintenance cost.

78
79 **Action Taken:**

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81 The committee approved the request of Dr. Aure to purchase a top tier 5-stage certified
82 ultra-safe reverse osmosis drinking water filter system amounting to Php60,000.00 and 4
83 pcs. lead-free brass push button faucet amounting to Php6,000.00 **charged to Other**
84 **School Fees subject to the condition which is to evaluate the quality of the water**
85 **filtration system, its repair and maintenance, and other associated costs.**
86

- 87 3. Dr. Yu said that the tent is a canvass type so that it will be kept safe during typhoons, and it's
88 a dome-type like structure, just like what the Province of Leyte installed at the Baybay New
89 Plaza. Dr. Tan suggested that it is better to have a metal roof or a permanent shed as far as
90 cost and durability are concerned. Mr. Bello questioned who would prepare the Purchase
91 Request. Ms. Ampac replied that she would give the budget to Engr. Valenzona, PPO
92 Director, and the latter will be responsible for PR preparation. Ms. Ampac added that it is
93 better if the labor and materials will undergo bidding like in SLSU so that VSU can control the
94 quality of work and we can expect an above-standard output. Prof. Bulayog said that this
95 request should prioritize for students' comfort, especially during peak season. Dr. Tan agreed
96 and instructed Ms. Dohiling to set a meeting with Engr. Valenzona within the day.

97
98 **Action Taken:**

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100 The committee approved the request of Dr. Yu charged to **General Fund – Repair and**
101 **Maintenance.**
102

- 103 4. Dr. Yu justified his request with the total amount of Php2,927,007.00. These are essential
104 requests for the annual renewal of their license to operate as an Infirmary and occupancy
105 permit issuance. Ms. Ampac said that VSU could not approve this requested amount this
106 time due to the availability of funds, but these will possibly be included in GAA for 2025 or
107 request for budget insertion. Dr. Yu said that the Finance Committee's action on his request
108 would serve as proof in case DOH asks regarding this matter during their license renewal.
109 Dr. Tan suggested acquiring needed electrical materials and working phase by phase.
110

111 **Action Taken:**

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113 The committee disapproved the request of Dr. Yu due to limited funds, but it can be submitted
114 to DBM for the 2025 budget.
115

- 116 5. Ms. Ampac questioned the cost of laptops, where the price is considered high-end. But if
117 this is used only for seminars and workshops presentation, then the price of Php50,000.00
118 and below will do. If the office insists on the Php75,000.00, justification is needed for it to be
119 charged to Capital Outlay.
120

Dr. Tan instructed Ms. Dohiling to call Ms. Besavilla, DPO Administrative Aide III, to attend the committee meeting for clarification. She said their office would be transferred to CSC Accreditation Room on the Ground Floor of the Administration Building.

The committee decided to reduce the amount of air conditioner and laptop and approved the other items as follows:

| | |
|-------------------------|--|
| Air conditioner: | from PhP40,000.00 to PhP25,000.00 |
| Laptop: | from PhP75,000.00 to PhP50,000.00 |
| Sofa set: | PhP16,400.00 |
| Digital Electric Meter: | PhP5,000.00 |
| Total Amount Granted: | PhP96,400.00 |

Action Taken:

The committee approved the request of Atty. Guinocor charged to STF-UAF subject to re-computation of the costs.

6. Crafting of the Guidelines for Benchmarking Activity/Learning Visit for Faculty and Staff will tentatively be scheduled on May 8-9, 2023, at Agta Beach Resort, Biliran or Kuting Reef, Macrohon Southern Leyte.

V. ADJOURNMENT

There being no other matters for discussion, the meeting was adjourned at 5:01 pm.

Certified true and correct:


RAQUEL H. DOHILING
Secretary

Recommending Approval:


LOUELLA C. AMPAC
Member


NICK FREDDY R. BELLO
Member


ELWIN JAY V. YU
LSU-AdPA Representative

(Absent)
ALICIA M. FLORES
Member


ERNESTO F. BULAYOG
Faculty Representative


PRINCESS REY ANN LENE E. ROMO
Student Representative

Approved:


DANIEL LESLIE S. TAN
Chairperson

The agenda was moved by Prof. Bulayog as listed and seconded by Ms. Ampac.

III. MATTERS ARISING FROM THE PREVIOUS MEETING

Ms. Ampac reminded the committee regarding the final action on the request of Dr. Bencure to do benchmarking. Dr. Tan said that the committee had already taken action on this (see previous meeting minutes) and is waiting to finalize the guidelines on learning visits/benchmarking for faculty and staff. According to Dr. Bulayog, if Dr. Bencure is granted as they wanted, other offices/departments will request the same, which can cause a money deficit that might decrease university savings as the basis of our CNA.

IV. DELIBERATION OF NEW BUSINESS

Below are the committee's actions on the following requests:

1. Ms. Ampac said that giving tokens to judges and coaches is not allowed. For the sound system rental, need to check the availability at PESMU for free, but Dr. Tan said that the sound system is for indoor use, and some parts are immovable. For snacks and meals, adjust the price base on SPPMIS (see adjustment below).

| BUDGETARY ALLOCATION | | | |
|----------------------------------|--------|-------------|-------------|
| | Units | Unit price | Total |
| Tents/Trapal | 50m | ₱ 25.00 | ₱ 1,250.00 |
| Net 0.5" | 50m | ₱ 30.00 | ₱ 1,500.00 |
| Feeds (Pullet developer pellets) | 1 sack | ₱ 1,750.00 | ₱ 1,750.00 |
| Feeds (Cattle Concentrate) | 1 sack | ₱ 1,750.00 | ₱ 1,750.00 |
| Snacks | 50 | ₱ 75.00 | ₱ 3,750.00 |
| Meals | 50 | ₱ 120.00 | ₱ 6,000.00 |
| Sound System Rental | 1 | ₱ 10,000.00 | ₱ 10,000.00 |
| Rodeo Paraphernalia | 3 sets | ₱ 1,000.00 | ₱ 3,000.00 |
| Decoration | - | ₱ 2,000.00 | ₱ 2,000.00 |
| Certificates/Prints | - | ₱ 1,000.00 | ₱ 1,000.00 |
| Tarpaulins | 2 | ₱ 500.00 | ₱ 1,000.00 |
| Awards | - | ₱ 2,000.00 | ₱ 2,000.00 |
| Token (Judges, Coaches) | | ₱ 2,500.00 | ₱ 2,500.00 |
| Honorarium (Show Vet/Judges) | 5 | ₱ 2,500.00 | ₱ 12,500.00 |
| TOTAL | | | ₱ 50,000.00 |

Action Taken:

The committee approved the request of Dr. Gacutan charged to General Fund the PhP24,000.00 and the remaining of PhP26,000.00 charged to GAA of the Department of Animal Science.