



Visayas State University
Visca, Baybay, Leyte
6521-A Philippines

**Office of the Secretary of the University
And of the Board of Regents**

Republic of the Philippines
VISAYAS STATE UNIVERSITY
Visca, Baybay, Leyte

BOR RESOLUTION NO. 52, s. 2011

**RESOLUTION APPROVING REQUIRING COMPLETED
STAFF WORK FOR ALL MEMORANDUM OF AGREEMENT
(MOAs) AND/OR MEMORANDUM OF UNDERSTANDING (MOUs) BEFORE
IT IS PRESENTED TO THE BOARD OF REGENTS FOR APPROVAL**

WHEREAS, the Leyte State University was created by virtue of Republic Act 9158 which converted the then Visayas State College of Agriculture (ViSCA) into a state university last 11 August 2001 which was later renamed Visayas State University (VSU) by virtue of R.A. 9437;

WHEREAS, Section 7 of R.A. 9158 specifically empowers the Board of Regents of the University to "*exercise all the powers granted to the Board of Directors of a corporation under Section 36 of Batas Pambansa Blg. 68, otherwise known as the Corporate Code of the Philippines*";

WHEREAS, among other powers granted to the Board of Regents is the power "*to enact rules and regulations, not contrary to law, as may be necessary to carry out the purposes and functions of the University*" as stipulated in Section 7, Item (a) of R.A. 9158;

WHEREAS, the University regularly "*develop consortia and other forms of linkages with local government units, institutions and agencies, both public and private, local and foreign in furtherance of the purposes and objectives of the University*" as enunciated in Section 7, Paragraph (s) of RA 9158;

WHEREAS, in order for the University to carry out the provisions of Section 7, Paragraph (s), the crafting of Memorandum of Agreement (MOAs) and/or Memorandum of Understanding (MOUs) is necessary;

WHEREAS, there is a need to ensure that all MOAs and/or MOUs brought to the level Board of Regents for approval has passed through a rigorous process thus eliminating costly oversights and other unintended impacts to the University;


WHEREAS, the Governing Board is convinced that the procedure enumerated is a well thought out, analytical and transparent procedure of assessing the importance and impact of MOAs and/or MOUs which will otherwise be known as Completed Staff Work, so that only the most advantageous MOAs and/or MOUs will be approved by the Board of Regents.

THEREFORE, BE IT RESOLVED AS IT IS HEREBY RESOLVED to approve the resolution requiring Completed Staff Work for all Memorandum of Agreement (MOAs) and/or Memorandum of Understanding (MOUs) before it is presented to the Board of Regents for approval.

IN WITNESS of our approval thereof, we hereby affix our signatures this 10th day of June 2011 at the LNU Conference Hall, Leyte Normal University, Tacloban City, Leyte.

A handwritten signature in black ink, consisting of a stylized 'S' followed by a flourish.

VSU BOARD OF REGENTS


HON. NENALYN P. DEFENSOR
CHED Commissioner and Chairperson
VSU-Board of Regents


HON. JOSE L. BACUSMO
Vice Chairman and President, VSU

HON. EDGARDO J. ANGARA
Chair, Committee on Education, Arts & Culture
Senate of the Philippines

HON. JUAN EDGARDO "SONNY" ANGARA
Chair, Committee on Higher & Tech. Educ.
House of Representatives

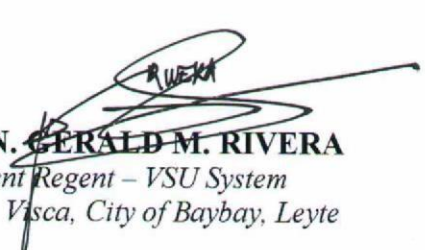
Represented by:



HON. CARMEN L. CARI



HON. JOSEPH L. EMNAS


HON. BUENAVENTURA C. GO-SOCO, JR.
Regional Executive Director
National Economic & Dev. Authority-RO8
Gov't. Center, Palo, Leyte

HON. ANTONIO G. GERUNDIO
Regional Executive Director
Department of Agriculture-RO8
Tacloban City


HON. GERALD M. RIVERA
Student Regent - VSU System
VSU, Visca, City of Baybay, Leyte


HON. EDGARDO E. TULIN
President, VSU Federated Alumni Assn.
VSU, Visca, City of Baybay, Leyte


HON. ALAN L. PRESBITERO
Faculty Regent - VSU Faculty Association
VSU, Visca, City of Baybay, Leyte

HON. EDGARDO M. ESPERANCILLA
Regional Executive Director
Department of Science and Technology
Palo, Leyte

Private Sector Representatives:

HON. FELIX V. QUERO
San Miguel, Leyte


HON. EDWIN C. CODILLA
Ormoc City

**RESOLUTION REQUIRING COMPLETED STAFF WORK
BEFORE PRESENTING MEMORANDUM OF UNDERSTANDING
AND/OR MEMORANDUM OF AGREEMENT FOR APPROVAL**

BE IT RESOLVED, to remind the President and officials of the _____ (SUC) to undertake completed staff work (CSW) before presenting any memorandum of understanding (MOU) or memorandum of agreement (MOA) for approval by the Board.

RESOLVED FURTHER, to remind all concerned to observe the following procedure in presenting MOUs/MOAs for Board approval:

1. The original written proposal by the proponent shall be referred to the appropriate office or committee for CSW.
2. Completed staff work means doing the necessary review of the technical and administrative feasibility of the proposal, conducting the necessary consultations, and recommending the best action to the approving official.
3. The President shall inform the proponent the comments and recommendations of the office or committee.
4. If the proponent is amenable to the recommendations, the proposal shall be presented to the appropriate council for review and recommendation to the Board.
5. The President shall inform the Board in advance about proposals that will require approval of MOUs or MOAs.
6. The specific obligations and roles of the SUC and the other party shall be explained in the executive brief.
7. Copies of the original proposal and the comments and recommendations of the reviewing office or committees and Council shall be attached to the executive brief.
8. In agreements requiring financial exposure on the part of the SUC, the rules on delegated authority under Board Resolution No. ____ shall apply.
9. In recurring MOUs or MOAs, the President shall present sample MOUs/MOAs (templates) and the conditions and standard requirements for such MOUs/MOAs.
10. The President shall include in the annual SUC report the status of implementation of all MOUs and MOAs.