



119TH BOARD OF REGENTS MEETING

BOR RESOLUTION NO. 27
Series of 2025

ADOPTING THE PROPOSED GUIDELINES IN THE GRANT OF INCENTIVES/SERVICE CREDITS/COMPENSATORY OVERTIME CREDITS FOR SERVICES RENDERED BY VISAYAS STATE UNIVERSITY COLLEGE ADMISSION TEST (VSU CAT) VALIDATORS, PROCTORS, AND TECHNICAL WORKING GROUP; AND, APPROVING FURTHER ITS RETROACTIVE GRANT OF THE SAME BENEFITS TO CURRENTLY DESIGNATED VALIDATORS, PROCTORS AND TECHNICAL WORKING GROUP MEMBERS

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

WHEREAS, the Governing Board has the power, among others, "To enact rules and regulation not contrary to law, as may be necessary to carry out the purposes and university, as provided in Section 7 (a) of RA 9158;

WHEREAS, Board Resolution No. 24, Series of 2017, institutionalized the Entrance Examination within the Visayas State University System, known as the College Admission Test (CAT). This examination serves as an integral component of the services provided by Visayas State University to ensure the selection of qualified candidates for its various academic programs;

WHEREAS, the proposed guideline provides a structured incentive program and a uniform policy on the availment of monetary incentives or non-monetary remuneration of overtime services rendered by VSU CAT validators, proctors, and technical working group members;

WHEREAS, VSU CAT Validators, Proctors and TWG Members play a crucial role in the admission process, from validation to examination and results generation and their services are rendered or extended beyond regular working hours, including weekends, to ensure that VSU CAT applicants are provided with the services for them to complete the admission process on time;

WHEREAS, it is necessary to provide retroactive application of these benefits to currently designated VSU-CAT validators, proctors, and members of the Technical Working Group to recognize the effort and services rendered by these individuals;

WHEREAS, the proposed guidelines for the grant of these benefits have been reviewed by the University Administrative Council in its meeting on March 10, 2025 and have been found to be in accordance with statutory, regulatory and institutional policies;

WHEREAS, finding the University Administrative Council's recommendation in order, the Governing Board has agreed to approve the proposal;

APPROVING THE PROPOSED GUIDELINES IN THE GRANT OF INCENTIVES/SERVICE CREDITS/COMPENSATORY OVERTIME CREDITS FOR SERVICES RENDERED BY VISAYAS STATE UNIVERSITY COLLEGE ADMISSION TEST (VSU CAT) VALIDATORS, PROCTORS, AND TECHNICAL WORKING GROUP; AND, APPROVING FURTHER ITS RETROACTIVE GRANT OF THE SAME BENEFITS TO CURRENTLY DESIGNATED VALIDATORS, PROCTORS AND TECHNICAL WORKING GROUP MEMBERS

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Now, therefore, on motion duly made, seconded, and unanimously carried, be it:


RESOLVED, as it is hereby resolved that the Board of Regents of Visayas State University approved the proposed guidelines for the grant of incentives, service credits, and compensatory overtime credits for services rendered by VSU-CAT validators, proctors, and members of the Technical Working Group;

RESOLVED FURTHER, that the retroactive grant of the same benefits be extended to existing VSU-CAT validators, proctors, and Technical Working Group members designated in the current year;

IN WITNESS of our approval thereof, we affix our signatures this 29th day of April 2025 at VSU, Baybay City, Philippines.

VSU BOARD OF REGENTS


HON. ETHEL AGNES P. VALENZUELA
CHED Commissioner and Chairperson
VSU-Board of Regents


HON. PROSE IVY G. YEPES
VSU President, Vice Chairperson
VSU-Board of Regents


(Absent)

HON. BERNADETTE REMALLA-MAYBITUIN
Representing Hon. **ALLAN PETER S. CAYETANO**
Chairperson, Senate Committee on Higher,
Technical and Vocational Education
Member, VSU BOR


HON. CARL NICOLAS C. CARI
Representing Hon. **MARK O. GO**
Chairperson, Committee on Higher & Technical
Education, House of Representatives
Member, VSU BOR


HON. MEYLENE C. ROSALES
Regional Director, Department of Economy,
Planning and Development, RO VIII
Member, VSU BOR


HON. ANDREW RODOLFO T. ORAIS
Regional Executive Director, Department of
Agriculture-RO8
Member, VSU BOR


HON. ERNESTO F. BULAYOG
Faculty Regent - VSU System Faculty Union of
Baybay Leyte
Member, VSU BOR


HON. OSCAR B. POSAS
President, VSU Federated Alumni Association
Member, VSU BOR


HON. RYAN C. ILAIDA
Student Regent - VSU Student Council Federation
Member, VSU BOR

Private Sector Representatives:


HON. ALAIN CHARLES J. VELOSO
Member, VSU BOR
Villaba, Leyte


HON. RUPERTO O. APARRI, III
Member, VSU BOR
Tacloban City, Leyte



VISAYAS
STATE UNIVERSITY



**ADMISSIONS
OFFICE**

March 10, 2025



DR. PROSE IVY G. YEPES

President

Visayas State University

Visca, Baybay City, Leyte

Dear **Dr. Yepes**,

Greetings of Peace and Good Health!

*Respectfully forwarding to your good office the proposal entitled "**Proposed Guidelines in the Grant of Incentives/Service Credits/Compensatory Overtime Credits for Services Rendered by VSU CAT Validators, Proctors, and Technical Working Group**" for your perusal and approval.*

Attached also are the Memorandum of Agreement and Certification of Funds Availability.

Thank you for the continued support.

God bless and more power.

In Service of VSU,

JOSEPH E. PADILLA

University Admissions Officer

Recommending Approval

ALELI A. VILLOCINO

Vice President for Student Affairs and Services

BOR ACTION: APPROVAL

HAZELLE V. ASALDO

BOR & University Secretary

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ADMISSIONS OFFICE

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PHILIPPINES

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VISAYAS
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OFFICE

Title : **Proposed Guidelines in the Grant of Incentives/Service Credits/Compensatory Overtime Credits for Services Rendered by VSU CAT Validators, Proctors, and Technical Working Group**

Proponents : Aleli A. Villocino – VP, Student Affairs and Services
Joseph Padilla – University Admission Officer

Date : March 10, 2025

Rationale :

The College Admission Test (CAT) is an integral component of the services offered by the Visayas State University. The VSUCAT has long been practiced and formalized through BOR Res. No. 24, s. 2017, which approved the proposal to institute an Entrance Examination in the Visayas State University System. Several developments have been introduced in the process of VSUCAT to address the ever-changing needs of its clientele. From a Pen and Paper approach to a purely online examination, which started in 2020 and continued through 2024, the VSUCAT has evolved to a Hybrid Format starting in 2025.

The shift to Hybrid VSUCAT entails a similar approach, but differs only in the mode of delivery. In the Hybrid format, approved applicants take the test physically at their chosen testing centers using the online Moodle Platform. This model of delivering the VSUCAT is perceived as efficient and ensures a high level of reliability in the test results. The Hybrid VSUCAT will be conducted every Saturdays and Sundays in the months of February, March, and April.

VSU CAT Validators, Proctors and TWG Members play a crucial role in the admission process, from validation to examination and results generation and their services are rendered or extended beyond regular working hours, including weekends, to ensure that VSU CAT applicants are provided with the services for them to complete the admission process on time.

Hence, this proposal is aimed at providing a structured incentive program and a uniform policy on the availment of monetary incentives or non-monetary remuneration of overtime services rendered by VSU CAT validators, proctors, and technical working group members.

Legal Basis:

- CSC-DBM Joint circular No. 2, s. 2015 dated November 25, 2015, *Policies and Guidelines on Overtime Services and Overtime Pay for Government Employees*
- CSC-DBM Joint Circular No. 2, s. 2004 dated October 4, 2004, *Non-Monetary Remuneration for Overtime Services Rendered*
- Republic Act No. 4670 dated June 18, 1966 or the *Magna Carta for Public School Teachers*
- CSC Memorandum Circular No. 41, s. 1998 or the *Omnibus Rules on Leave*.

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BOR & University Secretary

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Scope of the Policy:

The Policy provides the guidelines on the grant of incentives to Employees who work beyond their regular office hours on weekends or holidays for the conduct of VSU College Admission Test.

Implementing Guidelines:

To ensure the program is implemented efficiently and effectively, a clear set of rules and strategies will guide those involved in the university admission process, including the heads of offices, human resource management officers, and accounting personnel.

1. General Guideline:

- a. The rendition of overtime services shall be authorized only when extremely necessary, such as when a particular work or activity cannot be completed within the regular work hours and that non-completion of the same will: a) cause financial loss to the university; b) embarrass the university due to its inability to meet its commitments; c) negate the purposed for which the work or activity was conceived.
- b. The payment in cash of overtime services through Overtime Pay may be authorized only in exceptional cases when the application of CTO for all overtime hours would adversely affect the operations of the university, such as but not limited to activities needed to meet the performance targets or deliver services to the public as may be determined by the University President. *(Sec. 4.8, CSC-DBM Joint circular No. 2, s. 2015)*
- c. The University Admission Officer will recommend personnel to the Office of the University President to serve as Validators, Proctors, and TWG Members prior to conducting the VSU CAT, with the option to avail of monetary incentives or Compensatory Overtime Credits/Service credits.
- d. The University President/Authorized Official issues an Office Order authorizing the rendition of overtime services and indicating the tasks to be completed and the expected time of completion.

2. Grant of Compensatory Overtime Credits to Regular Administrative Staff and Faculty Members on VL/SL status: *(CSC-DBM Joint Circular No. 2, s. 2004)*

- a. Compensatory Overtime Credit refers to the accrued number of hours an employee earns as a result of services rendered beyond regular working hours, and/or those rendered on Saturdays, Sundays, Holidays or scheduled day off without the benefit of overtime pay.

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- b. Compensatory Time-Off (CTO) refers to the number of hours or days an employee is excused from reporting for work with full pay and benefits. It is a non-monetary benefit provided to an employee in lieu of overtime pay.

- c. For overtime services rendered on weekdays or scheduled workdays:

Vision: A global green university providing progressive leadership in agriculture, science & technology, education and allied fields for societal transformation.

Mission: To produce graduates equipped with advanced knowledge and lifelong learning skills with ethical standards through high quality instruction, innovative research, and impactful community engagements.

COC = number of hours of overtime services x 1.0

- d. For overtime services rendered on weekends, holidays or scheduled days off:

COC = number of hours of overtime services x 1.5

- e. Issuance of Certificate of COC Earned

An employee who has earned COC shall be granted a Certificate of COC earned duly approved and signed by the University President

- f. The CTO may be availed of in blocks of four (4) or eight (8) hours.

3. Grant of Service Credits to Faculty Members on Teacher Leave Status:

- Vacation Service Credit (VSC) refers to the vacation service credits or leave credits earned by teachers for services rendered during activities authorized by proper authorities during summer and Christmas Vacation, weekends and holidays. These credits are used to offset absences due to illness or to offset proportional deduction in vacation salary due to absences for personal reasons or late appointments.
- For eligible activities/circumstances performed beyond regular work hours during school days, one (1) hour of service rendered shall be equivalent to 1.25 hours of VSC.
- For eligible activities conducted during Christmas, Summer/long vacations, weekends, and holidays, one (1) hour of service rendered shall be equivalent to 1.5 hours of VSC.
- VSC shall not be granted for services rendered for eligible activities without the approved authority by the University President.

4. Monetary Incentives:

VALIDATORS	PROCTORS		TECHNICAL WORKING GROUP
	VSU Personnel	Partner Agency Personnel	
₱600.00 per day for every 96 validated applicants	₱600.00 per day	₱1,000.00 per day	₱600.00 for every 8 hours of providing IT support to examiners.

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Duties and Responsibilities:



Validators

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: Refer to the individuals who screen documents submitted by the applicants (PM-AdO-01, p.8). Their roles also include processing VSUCAT applicants following approved guidelines. They are responsible for ensuring that each applicant's credentials are

complete and accurate to ensure that only bona fide applicants can take the VSUCAT.

Proctors : Individuals who facilitate and assist the examiner during the VSUCAT (PM-AdO-01, p.8). Their specific tasks include verifying the identities of examinees, giving instructions and reminders, ensuring examination integrity by preventing cheating and dishonesty, and overseeing the overall conduct at the designated testing centers. There are two classifications of proctors: 1) VSU Personnel as Proctors and 2) Partner Agency Personnel as Proctors.

Members, Technical Working Group : Tasks include creating the virtual classroom for the online CAT, testing and ensuring the functionality of the program, managing the online CAT via the Moodle Platform in VSU's E-learning environment, and ensuring a smooth and reliable testing process during the examination schedules. The roles of the Technical Working Group are uniquely essential for the Hybrid VSUCAT, particularly because of the online examination components facilitated through Moodle.

Budgetary Requirement :

- ₱600.00/day/employee (validator, proctor/TWG)
- ₱1,000.00/day/proctor from partner agency
- A minimal amount of One Thousand Pesos (₱1,000.00) is allocated per partner agency to defray expenses for electricity.

Annex "A" - Comparative Data on Incentives for VSU Proctors and Partner Agency Proctors

Annex "B" - Benchmark Data on the Estimated Cost of Electricity

Fund Source : Overtime Pay shall be charged against **Special Trust Fund (STF) – Admission Fee**, as authorized under existing laws, rules and regulations, and subject to the availability of funds.

Effectivity : Approval of the Board of Regents

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Annex A

Comparative Data on Incentives for VSU Proctors and Partner Agency Proctors

Table 1

Comparative Incentives based on Benchmark Data

SUCs	Incentives/day	VSU Rate/day	Difference
University of the Philippines	4,560	600	3,960
Central Luzon State University	1,200		600
University of Southern Mindanao	Daily rate of the proctor based on SG		Not available

Table 2

Comparative Incentives for Partner Agency Personnel as Proctors

SUC	Incentives of Proctor/day
UPCAT	2,460
CLSUCAT	Not Applicable
USMCEE	Not Applicable
VSUCAT	1,000

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Annex B

Benchmark Data on the Estimated Cost of Electricity

Table 2

Estimated Cost of Electricity for Computers

(120 watts ÷ 1,000kwh x Rate/Kwh (Php18) x No. of Hours (2) x No. of Batches (4) x No. of Days (2) x No. of computers)

Testing Center	Watts	÷ Kwh	Total Kwh	x Rate/ kwh	x # of hours (2)	x # of Batches (4)	x # of Days (2)	x # of Computers	Rate
ANS	120	1,000	.12	Php18	4.32	17.28	34.56	55	1,900.80
Carcar CNHS	120	1,000	.12	Php18	4.32	8.64	17.28	35	604.80
DCPNHS	120	1,000	.12	Php18	4.32	17.28	34.56	70	2,419.20
Carmen NHS	120	1,000	.12	Php18	4.32	8.64	17.28	35	604.80
Pisay	120	1,000	.12	Php18	4.32	4.32	4.32	45	194.40
CVIF	120	1,000	.12	Php18	4.32	17.28	34.56	25	864.00
SBVTHS	120	1,000	.12	Php18	4.32	17.28	34.56	70	2,419.20

Table 4

Estimated Cost of Electricity for Airconditioning Unit

1,800 watts ÷ 1,000kwh x Rate/Kwh (Php18) x No. of Hours (2) x No. of Batches (4) x No. of Days (2) x No. of aircons

Testing Center	Watts	÷ Kwh	Total Kwh	x Rate/ kwh	x # of hours (2)	x # of Batches (4)	x # of Days (2)	x # of Aircons	Rate
ANS	1800	1,000	1.8	Php18	64.80	259.20	518.40	4	2,073.60
Carcar CNHS	1800	1,000	1.8	Php18	64.80	129.60	259.20	4	1,036.80
DCPNHS	1800	1,000	1.8	Php18	64.80	259.20	518.40	4	2,073.60
Carmen NHS	1800	1,000	1.8	Php18	64.80	129.60	259.20	4	1,036.80
Pisay	1800	1,000	1.8	Php18	64.80	64.80	64.80	4	259.20
CVIF	1800	1,000	1.8	Php18	64.80	259.20	518.40	4	2,073.60
SBVTHS	1800	1,000	1.8	Php18	64.80	259.20	518.40	4	2,073.60

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Table 5

Estimated Cost of Electricity for Lights

40 watts ÷ 1,000kwh x Rate/Kwh (Php18) x No. of Hours (2) x No. of Batches (4) x No. of Days (2) x No. of Lights

Testing Center	Watts	÷ Kwh	Total Kwh	x Rate/kwh	x # of hours (2)	x # of Batches (4)	x # of Days (2)	x # of Lights	Rate
ANS	40	1,000	.04	Php18	1.44	5.76	11.52	8	92.16
Carcar CNHS	40	1,000	.04	Php18	1.44	2.88	5.76	8	46.08
DCPNHS	40	1,000	.04	Php18	1.44	5.76	11.52	8	92.16
Carmen NHS	40	1,000	.04	Php18	1.44	2.88	5.76	8	46.08
Pisay	40	1,000	.04	Php18	1.44	1.44	1.44	8	11.52
CVIF	40	1,000	.04	Php18	1.44	5.76	11.52	8	92.16
SBVTHS	40	1,000	.04	Php18	1.44	5.76	11.52	8	92.16

Table 6

Estimated Total Cost of Electricity Per Testing Center

Testing Center	Computer	Aircon	Lights	TOTAL
ANS	1,900.80	2,073.60	92.16	Php 4,066.56
Carcar CNHS	604.80	1,036.80	46.08	Php 1,687.68
DCPNHS	2,419.20	2,073.60	92.16	Php 4,584.96
CNHS	604.80	1,036.80	46.08	Php 1,687.68
Pisay	194.40	259.20	11.52	Php 465.12
CVIF	864.00	2,073.60	92.16	Php 3,029.76
SBVTHS	2,419.20	2,073.60	92.16	Php 4,584.96
TOTAL				Php 20,106.72

**It is to be noted that the number of testing centers may be increased based on the need of the stakeholders.*

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