



EXCERPT FROM THE APPROVED MINUTES OF THE  
**97<sup>th</sup> VSU Board of Regents Meeting**  
**28 APRIL 2020**

Visayas State University  
(by Teleconference)

**Utilization of 2019 Unappropriated Collections of VSU Isabel**

The Board passed

**BOR Resolution No. 12, s. 2020**

A Resolution Approving the Request of VSU-Isabel to Utilize its 2019 Unappropriated Collections for Augmentation of Personal Services (PS), Maintenance and Other Operating Expenses (MOOE) and Capital Outlay, *Subject to Existing Policies and Guidelines Governing the Use of Such Funds.*

Allotment Class	Particulars	Amount
Personal Services	Incentive for Cooperating Teachers and Overload Pay for faculty	P 619,250.00
MOOE	Payment of wages for JO Personnel, supplies & materials, including purchase of semi expendable items, communication expenses, fuel and other MOOE	P 3,626,245.14
Capital Outlay	Purchase of various equipment (Office, ICT, medical, furniture and fixtures	P 421,425.00
<b>Total</b>		<b>P4,666,920.14</b>

BOARD ACTION : **APPROVED**

Date : 28 April 2020

Certified True and Correct:

**FRANCISCO G. GABUNADA, JR.**  
Board Secretary

Cc: VSU Isabel  
FMO  
Budget Office  
Accounting Office




## CERTIFICATION

This is to certify that the proposal for **Utilization of 2019 Unappropriated Collections of VSU Isabel** has been thoroughly deliberated by the University Administrative Council (UADCO) during its meeting on 21 February 2020 at the VSU Center for Continuing Education (CCE).

Certifying further that the proposal for **Utilization of 2019 Unappropriated Collections of VSU Isabel** is in order and respectfully endorsing such to the VSU Board of Regents (BOR) through its VSU Finance Committee.

Issued this 1<sup>st</sup> day of April 2020.

  
**EDGARDO E. TULIN**

Chairman, VSU Administrative Council





**PROPOSAL on UTILIZATION of 2019 UNAPPROPRIATED COLLECTIONS**  
**of VSU- ISABEL CAMPUS**

Request for BOR authority to obligate VSU-Isabel 2019 unappropriated collections amounting to **FOUR MILLION SIX HUNDRED SIXTY SIX THOUSAND NINE HUNDRED TWENTY PESOS AND 14/100 (₱4,666,920.14)**. The said figure is arrived from the following computation:

Total Actual Collections	₱ 15,487,449.37
Approved Budget	<u>10,661,400.00</u>
Unappropriated Collection	<b>4,826,049.37</b>
Less: Mandatory Reserve	<u>159,129.23</u>
Net Unappropriated Collections	₱ <b><u>4,666,920.14</u></b>

The breakdown of the above collections are as follows:

Tuition fees	₱ 1,591,292.25
Other School Fees	1,281,800.20
Fiduciary Fees	<u>1,952,956.92</u>
Total Unappropriated Collections	<b>4,826,049.37</b>
Less: Mandatory Reserve	<u>159,129.23</u>
Net Unappropriated Collections	₱ <b><u>4,666,920.14</u></b>

The amount from Tuition Fees, Other School Fees and Fiduciary Fees will be utilized for the following expenses:

Allotment Class	Particulars	Amount
Personal Services	Incentive for Cooperating Teachers and Overload Pay of Faculty	₱ 619,250.00
Maintenance and Other Operating Expenses	Various MOOE expenses such as payment of wages for Job Order Personnel, supplies and material, including purchase of semi expendable items, communication expenses, fuel and other MOOE	3,626,245.14
Capital Outlay	Purchase of various equipment (office, ICT, medical, furniture and fixtures)	421,425.00
<b>TOTAL</b>		<b>₱ 4,666,920.14</b>





**Attachments:**

<u>Annex</u>	<u>Particulars</u>
A	Schedule of Actual Collections (January-December, 2019) Budget Proposal for Use of Income from CY 2019 Unappropriated Collections
C	Breakdown of Unappropriated Collection from Tuition Fee, Other Fees & Fiduciary Fees
D	Proposal on the Utilization of 2019 Unappropriated Collections
E	Justification on Utilization of 2019 Unappropriated Collections
F	Breakdown of Proposed Expenditures for Capital Outlay
G	Certification as to Availability of Funds

**LEGAL BASIS – Section 3x and 31 of CHED MEMO No. 20, Series of 2011**

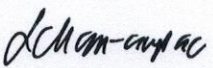
**Section 3 Definition of terms**

x) Unappropriated Funds – refers to the balance which may be considered available for use for a specific project or projects, or procurement of equipment or for the payment of some expenditure or obligation.


**Section 31 – Use of STF Accumulated Savings or Cumulative Results of Operations- Unappropriated (CROU)**

The disposition of the STF Accumulated Savings or Cumulative Results of Operations- Unappropriated arising from tuition fees, service and other income shall be approved by the BOR/T upon the recommendation of President in consultation with the Administrative Council (ADCO). The BOR/T may include proposed major project or expenditure that would benefit the SUC.

Prepared by:

  
**LOUELLA C. AMPAC**  
Director of Finance *2/6/20*

Recommending Approval:

  
**REMBERTO A. PATINDOL**  
Vice-President for Admin. & Finance



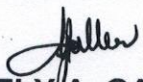


Visayas State University - Isabel  
Marvel, Isabel, Leyte

Schedule of Actual Collections  
Special Trust Fund (STF 164)  
January - December 2019

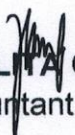
Month Covered	Amount
January	192,847.24
February	4,837,202.50
March	249,827.03
April	94,503.73
May	226,681.03
June	114,524.11
July	117,284.90
August	85,810.86
September	28,927.92
October	154,315.86
November	9,253,170.39
December	132,353.80
<b>TOTAL COLLECTIONS</b>	<b>15,487,449.37</b>
Less: Approved Budget CY 2019	10,661,400.00
Original Budget	10,661,400.00
<b>TOTAL Unprogrammed Collections</b>	<b>4,826,049.37</b>
Mandatory Reserved Fund(10% of	159,129.23
<b>Less:</b> Unappropriated Collection from Tuition Fee)	159,129.23
<b>NET UNPROGRAMMED COLLECTIONS</b>	<b>4,666,920.14</b>

Prepared by:

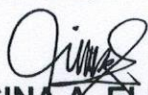
  
**EMELY A. GALLER**

Designated Budget Officer/Admin. Aide III

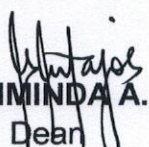
Certified Correct:

  
**DANILITA C. ELI**  
Accountant I

Noted by:

  
**GINA A. ELLORIMO**  
OIC-Head, Administration & Finance

Approved:

  
**LUZVIMINDA A. TAJOS**  
Dean





Budget Proposal for Use of Income from CY 2019 Unappropriated Collections

Sources of Income	CY 2019 Actual Collections	CY 2019 Approved Budget	CY 2019 Supplemental Budget	CY 2019 Total Approved Budget	Unappropriated CY 2019 Collections
Tuition	7,466,492.25	5,875,200.00		5,875,200.00	1,591,292.25
Other School Fees	2,214,800.20	933,000.00	-	933,000.00	1,281,800.20
Handbook	82,550.00	27,000.00		27,000.00	55,550.00
Registrarion Fee	491,726.00	348,000.00		348,000.00	143,726.00
Educational Dev. Fee	756,315.00	294,000.00		294,000.00	462,315.00
Facility Improvement	234,450.00	153,600.00		153,600.00	80,850.00
Graduation Fee	52,050.00	38,400.00		38,400.00	13,650.00
Fines	40,935.00			-	40,935.00
Insurance	86,124.20	72,000.00		72,000.00	14,124.20
Test Paper	2,325.00			-	2,325.00
Entrance Fee	129,100.00			-	129,100.00
School ID	91,900.00			-	91,900.00
Testing Fee	128,085.00			-	128,085.00
Diploma Fee	35,990.00			-	35,990.00
Legacy Fee	83,250.00			-	83,250.00
<b>Total Tuition &amp; Other Fees</b>	<b>9,681,292.45</b>	<b>6,808,200.00</b>	<b>-</b>	<b>6,808,200.00</b>	<b>2,873,092.45</b>
<b>Fiduciary Fees:</b>	<b>5,806,156.92</b>	<b>3,853,200.00</b>	<b>-</b>	<b>3,853,200.00</b>	<b>1,952,956.92</b>
Recreation/Athletic Fee	990,910.00	624,000.00		624,000.00	366,910.00
Cultural Fee	231,770.00	150,000.00		150,000.00	81,770.00
Guidance Fee	99,340.00	64,800.00		64,800.00	34,540.00
Laboratory Fee & Computer Fee	3,053,841.92	2,298,000.00		2,298,000.00	755,841.92
Publication	229,500.00	111,600.00		111,600.00	117,900.00
Teaching Fee	96,050.00	52,800.00		52,800.00	43,250.00
Medical/Dental Fee	297,910.00	198,000.00		198,000.00	99,910.00
NSTP	200,025.00	78,000.00		78,000.00	122,025.00
Library Fee	491,425.00	246,000.00		246,000.00	245,425.00
Deposit	115,385.00	30,000.00		30,000.00	85,385.00
<b>Grand Total</b>	<b>15,487,449.37</b>	<b>10,661,400.00</b>	<b>-</b>	<b>10,661,400.00</b>	<b>4,826,049.37</b>

Note: Total Approved 2019 Budget 11,530,800.00  
Budget for Services & Business Income which did not exceed 2019 actual collections (869,400.00)  
CY 2019 Approved Budget 10,661,400.00

Prepared by:

EMELY A. GALLER  
Designated Budget Officer/Admin. Aide III

Certified Correct:

  
DANILITA C. ELI  
Accountant I

Noted by:

GINA A. ELLORIMO  
OIC-Head, Administration & Finance

Approved:

  
LUZVIMINDA A. TAJOS  
Dean





## VISAYAS STATE UNIVERSITY - ISABEL

MARVEL, ISABEL, LEYTE

## Breakdown of Unappropriated Collection from Tuition Fee, Other Fees &amp; Fiduciary Fees:

Tuition Fee	1,591,292.25
Other Fees	1,281,800.20
Fiduciary Fees:	
Recreation/Athletic Fee	366,910.00
Cultural Fee	81,770.00
Guidance Fee	34,540.00
Laboratory & Computer Fee	755,841.92
Publication	117,900.00
Teaching Fee	43,250.00
Medical/Dental Fee	99,910.00
NSTP	122,025.00
Library Fee	245,425.00
Deposit	85,385.00
<b>TOTAL</b>	<b>4,826,049.37</b>

Prepared by:

**EMELY A. GALLER**

Designated Budget Officer/Admin. Aide III

Certified Correct:

**DANILITA C. ELI**

Accountant I

Noted by:

**GINA A. ELLORIMO**

OIC - Head, Administration &amp; Finance

Approved:

**LUZVIMINDA A. TAJOS**

Dean





## VISAYAS STATE UNIVERSITY - ISABEL

MARVEL, ISABEL, LEYTE

ANNEX D

## Proposal on the Utilization of 2019 Unappropriated Collections of VSU - Isabel

PARTICULARS	TOTAL AMOUNT	JUSTIFICATIONS
<b>INCOME FROM TUITION &amp; OTHER FEES AND FIDUCIARY FEES FROM JANUARY 2019 TO DECEMBER 2019</b>		<b>ALLOCATION FOR INSTRUCTION:</b>
<b>PS:</b>		<b>PS:</b>
Honoraria	619,250.00	An amount of <b>₱ 619,250.00</b> is intended for the incentive of Cooperating Teachers, Principals and School Division Superintendent and overload pay to faculty members chargeable from the collection of Tuition & Student teaching Fees
<b>Total PS</b>	<b>₱ 619,250.00</b>	
<b>MOOE:</b>		<b>MOOE:</b>
Travel Expenses	217,655.14	An amount of <b>₱ 3,626,245.14</b> is allocated to augment budget for travel expenses, seminar expenses, office supplies, medical, dental and laboratory expenses, other supplies, telephone expenses, internet expenses, other professional services, general services, semi-expendable - office equipment, ICT communication equipment, machinery and sports equipment, minor repairs of school library, minor repairs of human kinetics office, insurance, labor and wages, printing and binding expenses and other MOOE needed for the operation of the college.
Trainings/Seminars Expenses	40,000.00	
Office Supplies	15,000.00	
Medical, Dental & Laboratory Expenses	910.00	
Fuel, Oil and Lubricants	130,000.00	
Other Supplies Expenses	53,170.00	
Telephone Expenses	43,000.00	
Internet Expenses	400,000.00	
Other Professional Services	200,000.00	
General Services	1,926,760.00	
Semi-Expendable - Office Equipment	92,525.00	
Semi-Expendable - ICT Equipment	23,700.00	
Semi-Expendable - Communication Equipment	16,040.00	
Semi-Expendable - Sports Equipment	40,000.00	
Semi-Expendable - Machinery Equipment	12,500.00	
Repairs & Maintenance - School Building	25,000.00	
Insurance Expenses	49,400.00	
Labor and Wages	24,000.00	
Printing and Binding Expenses	41,900.00	
Other MOOE	274,685.00	
<b>Total MOOE</b>	<b>₱ 3,626,245.14</b>	
<b>CAPITAL OUTLAY:</b>		<b>CO:</b>
Office Equipment	257,260.00	The total amount of <b>₱ 45,000.00</b> is allocated for the acquisition of additional Equipment for Instruction use.
Information & Technology Equipment	75,000.00	
Medical Equipment	40,000.00	
Furniture & Fixture	49,165.00	
<b>Total Capital Outlay</b>	<b>₱ 421,425.00</b>	
		The total amount of <b>₱ 376,425.00</b> is allocated for the acquisition of additional Equipment for School Library use, Cultural Office use, School Clinic use and Publication Office use.
<b>TOTAL BUDGET</b>	<b>₱ 4,666,920.14</b>	

Prepared by:

EMELY A. GALLER

Designated Budget Officer/Admin. Aide III

Noted by:

GINA A. ELLORIMO

OIC - Head, Administration &amp; Finance

Certified Correct:

DANILITA C. ELI

Accountant I

Approved:

LUZVIMINDA A. TAJOS

Dean





JUSTIFICATION on UTILIZATION OF 2019 UNAPPROPRIATED COLLECTIONS

FUND: SPECIAL FUND 164

TUITION FEE AND OTHER FEES:		
PARTICULARS	ACCOUNT CODE	EXPENSES
<b>General Services</b> This amount is direly needed for the salary of Job Order (JO) workers working in the different offices and those taking charge in the maintenance of the school grounds an facilities	50212990	₱ 1,512,908.08
<b>Honoraria</b> BOR Res. No. 78 s 2019 provides the granting of overload pay to faculty members of VSU effective first semester of School year 2019-2020. Hence, this amount is allocated	50102100	₱ 576,000.00
<b>Travel &amp; Seminar Expenses</b> Faculty and Staff need to travel to attend seminars in order to update them of current trends and issues relative to their respective jobs and responsibilities. Hence, this amount is allocated for this purpose.	50201010	₱ 202,655.14
<b>Telephone Expenses</b> Communication is vital in the normal operation of any academic institution. In the absence of landline telephones, cellphone units are used to transact business in various offices within VSU-Isabel, with the offices in the main campus as well as outside of VSU System. This amount is allocated for the subscription of 17 unints cellphones to be used in the various offices of VSU - Isabel.	50205020	₱ 43,000.00
<b>Other Professional Services</b> VSU - Isabel also needs the services of an electrical engineer who will review, evaluate and recommend the appropriate electrical load of the 20 existing buildings of VSU - Isabel. Likewise it is also intended for the services of a draftsman. At present, there are planned infrastructure projects which do not have building plans yet, Thus, we need a draftsman to realize the said building plans.	50211990	₱ 200,000.00
<b>Insurance Expenses</b> This amount is intended to pay the insurance ( 1,300 students x ₱ 38.00/pax) of the students enrolled in VSU - Isabel for School Year 2019-2020.	50215030	₱ 49,400.00
<b>Fuel, Oil and Lubricants</b> This amount is necessary to purchase the needed fuel for VSU - Isabel's only vehicle (D-MAX) so that important travels of key officials and other transactions may always be accommodated. Oils and lubricants are also necessary to maintain the running condition of the vehicle.	50203090	₱ 130,000.00
<b>TOTAL</b>		₱ 2,713,963.22





**VISAYAS STATE UNIVERSITY - ISABEL**  
**Marvel, Isabel, Leyte**

**JUSTIFICATION on UTILIZATION OF 2019 UNAPPROPRIATED COLLECTIONS**

**FUND: SPECIAL FUND 164**

<b>FIDUCIARY FEES:</b>		
PARTICULARS	ACCOUNT CODE	EXPENSES
<b>RECREATION/ATHLETIC FEE:</b>		
<b>Semi - Expendable Information and Technology Equipment</b> An amount is allocated for the purchase of External Harddrive used to store and back up important documents. 1 unit battery and charger for the DSLR camera.	10405030	P 10,700.00
<b>Semi - Expendable - Machinery &amp; Equipment</b> An amount allotted for the purchase of machine and other equipment needed for instruction use.	10405010	P 12,500.00
<b>Semi-Expandable Sports Equipment</b> An amount intended for acquisition of various sports equipment needed for Instruction use.	10405120	P 40,000.00
<b>Office Supplies Expenses</b> An amount intended for for the purchase of supplies needed in the office	50203010	P 10,000.00
<b>Repair of Human Kinetics Office</b> An amount intended for minor repair of the Human Kinetics Office	50213040-02	P 25,000.00
<b>General Services</b> An amount set aside for the salary of Job Order Worker assigned in the Human Kinetics Office	50212990	P 58,010.00
<b>Other Supplies Expenses</b> An amount allocated for the purchase of Herbicides for the maintenance of the school oval	50203990	P 6,400.00
<b>Other MOOE</b> An amount set aside for other expenses needed in the office	50299990	P 189,300.00
<b>Traveling Expenses</b> An amount intended for travel expenses of faculty and students to attend meetings.	50201010	P 15,000.00
<b>SUB TOTAL</b>		<b>P 366,910.00</b>
<b>CULTURAL FEE:</b>		
<b>Information and Technology Equipment</b> An amount is intended for the purchase of 1 unit Computer Desktop with complete accessories used for encoding and saving of important documents of the office	10605030	P 35,000.00
<b>Office Equipment</b> An amount is allocated for the purchase of 1 unit Filling Cabinet for storage purposes	10605020	P 15,000.00
<b>Semi - Expendable Information and Technology Equipment</b> An amount is allocated for the purchase of 1 unit External Hard Drive for office use.	10405030	P 5,000.00
<b>Semi - Expendable Office Equipment</b> An amount is intended for the piurchase of 1 unit Hot and Cold Water Dispenser for office use.	10405020	P 10,000.00
<b>Other Supplies Expenses</b> An amount is allocated for the purchase of costumes, 1 piece sustain pedal for keyboard use and 4 pcs Guitar Stand use during cultural shows and other performances during college activities. Amount is allocated for the following: Tights and Leotards = 7,770.00 Guitar Stand = 6,000.00 Sustain Pedal = 3,000.00	50203990	P 16,770.00
<b>SUB TOTAL</b>		<b>P 81,770.00</b>





VISAYAS STATE UNIVERSITY - ISABEL  
Marvel, Isabel, Leyte

JUSTIFICATION on UTILIZATION OF 2019 UNAPPROPRIATED COLLECTIONS

FUND: SPECIAL FUND 164

<b>GUIDANCE FEE:</b>		
<b>Semi - Expendable - Communication Equipment</b> An amount is allocated for the purchase one (1) unit Portable Sound System and one (1) unit Voice recorder use during meetings and Amount is allocated for the following: Portable Sound System = 13,000.00 Voice Recorder = 3,040.00	10405070	₱ 16,040.00
<b>Semi - Expendable - Office Equipment</b> An amount is allotted for the purchase one (1) Steel Storage Cabinet with 4 sheelves use for keeping of records and other documents and one (1) Executive Chair with armrest, Junior for office use Amount is allocated for the following: Steel Storage Cabinet = 10,000.00 Executive Chair with armrest = 4,000.00	10405020	₱ 14,000.00
<b>Office Supplies Expenses</b> An amount is allocated for the purchase of supplies for office use.	50203010	₱ 4,500.00
<b>SUB TOTAL</b>		₱ 34,540.00
<b>LABORATORY AND COMPUTER FEE:</b>		
<b>Internet Expenses</b> A fast internet connectivity is direly needed to cope with the requirements of Instruction particularly in the offering of the BS Information Technology and other programs. Likewise, more government transactions need the use of internet for a faster and more convenient operation. Hence, this amount is allocated.	50205030	₱ 400,000.00
<b>General Services</b> Additional Job Order(JO) Worker are needed to maintain the cleanliness and orderliness of the buildings and surroundings as well as other facilities in the three (3) Departments (Dept. of Engineering, Dept. of Teacher Education and Dept. of Business Management) both in the lower and upper campuses.	50212990	₱ 355,841.92
<b>SUB TOTAL</b>		₱ 755,841.92





VISAYAS STATE UNIVERSITY - ISABEL  
Marvel, Isabel, Leyte

JUSTIFICATION on UTILIZATION OF 2019 UNAPPROPRIATED COLLECTIONS

FUND: SPECIAL FUND 164

PUBLICATION FEE:

Office Equipment

DSLR camera is needed in the publication office in order for us to easily document important events in VSU - Isabel. This is also necessary for our visual - presentation in our yearly released magazine. Hence, this amount is allocated.

10605020

₱ 26,000.00

Semi - Expendable - Information and Communication Equipment

A high quality printer is very important in our office which will allow us to print draft and final copy of our output, scan literary pieces and be able to photocopy resources which will be our references in the creation of our magazine, folio and newsletter. Hence, this amount is allocated.

10405030

₱ 8,000.00

Semi - Expendable - Office Equipment

An amount is intended for the purchase of additional stand fan will make our office more comfortable during the conduct of meeting. The Artisan office will be more conducive as we do our brainstorming for the next output.

10405020

₱ 1,500.00

Office Supplies Expenses

With the advancement of technology, Wi-Fi connectivity is very important in every offices. Thus, the installation of Wi-Fi adapter in our existing computer desktop will allow us to be updated with our software and to be able to easily connect with search engines giving us the chance to improve our concept and ideas. Hence, this amount is allocated.

50203010

₱ 500.00

Trainings/Seminars Expenses

This budget will be allotted for the continuous development of our staff. Through this, the publication office will have more chance to send delegates during the yearly RTSPC (Regional Tertiary Schools Press Conference) and other journalism related activities.

50202010

₱ 40,000.00

Printing and Publication Expenses

Considering sudden changes of the printing expenses in the market, an amount is set aside to ensure that we'll meet the number of copies to be distributed in the entire studentry.

50299020

₱ 41,900.00

SUB TOTAL

₱ 117,900.00

TEACHING FEE:

Honoraria

An amount allocated for Incentive of Cooperating Teachers, Principals and School Division Superintendent.

50102100

₱ 43,250.00

SUB TOTAL

₱ 43,250.00





VISAYAS STATE UNIVERSITY - ISABEL  
Marvel, Isabel, Leyte

JUSTIFICATION on UTILIZATION OF 2019 UNAPPROPRIATED COLLECTIONS

FUND: SPECIAL FUND 164

<b>MEDICAL/DENTAL FEE:</b>		
<b>Medical Equipment</b> An amount allocated for the purchase of one (1) autoclave Sterilizer 18L Capacity for sterilization of Medical/Dental Equipment and Supplies.	10605110	₱ 40,000.00
<b>Office Equipment</b> An amount is allocated for the purchase of one (1) unit air conditioner for proper ventilation of the School Clinic.	10605020	₱ 35,000.00
<b>Medical, Dental and Laboratory Supplies Expenses</b> An amount allocated for the purchase of 2 pcs Sterilization/Autoclave Indicator tape for School Clinic use.	50203080	₱ 910.00
<b>Labor and Wages</b> An amount is set aside for salary of one (1) Student Assistant to assist the Health Officer during enrollment, filling of student health records, maintain the cleanliness and sanitation of the School Clinic and surroundings.	50216010	₱ 24,000.00
<b>SUB TOTAL</b>		₱ 99,910.00
<b>NSTP FEE:</b>		
<b>Furniture &amp; Fixture</b> An amount set aside for the purchase of one (1) Unit Executive table use for instruction and office use	10607010	₱ 15,000.00
<b>Information and Communication Equipment</b> An amount allocated for the purchase of one (1) set Computer desktop and Printer with complete accessories for encoding and saving important documents.	10605030	₱ 40,000.00
<b>Semi-Expendable - Office Equipment</b> An amount is allocated for the purchase of one (1) Executive chair, (100) pieces Monoblock Chairs, one (1) unit Stand Fan and 1 unit Steel Filling Cabinet for office and Instruction use Amount is allocated for the following: Monoblock chairs = 50,000.00 Steel Filling Cabinet = 9,500.00 Executive Chair = 5,000.00 Stand Fan = 2,525.00	10405020	₱ 67,025.00
<b>SUB TOTAL</b>		₱ 122,025.00





VISAYAS STATE UNIVERSITY - ISABEL  
Marvel, Isabel, Leyte

JUSTIFICATION on UTILIZATION OF 2019 UNAPPROPRIATED COLLECTIONS

FUND: SPECIAL FUND 164

LIBRARY FEE:		
Office Equipment An amount set aside for the purchase of 2 units airconditioner for proper ventilation and preservation of books	10605020	P 181,260.00
Other Supplies An amount intended for the purchase of cloth use for library curtains	50203990	P 30,000.00
Furniture & Fixture An amount allocated for the purchase of materials to be used for the division of staff room	10607010	P 34,165.00
SUB TOTAL		P 245,425.00
DEPOSIT:		
Other MOOE The amount is intended for refund of Deposits to graduating students (with duly approved clearance).	50299990	P 85,385.00
SUB TOTAL		P 85,385.00
GRAND TOTAL		P4,666,920.14

Prepared by:

MELLY A. GALLER  
Designated Budget Officer/Admin. Aide III

Certified Correct:

DANILITA C. ELI  
Accountant I

Noted by:

GINA A. ELLORIMO  
OIC - Head, Administration & Finance

Approved:

LUZVIMINDA A. TAJOS  
Dean





VISAYAS STATE UNIVERSITY - ISABEL  
MARVEL, ISABEL, LEYTE

BREAKDOWN OF PROPOSED EXPENDITURES FOR CAPITAL OUTLAY

MEDICAL FEE (75,000.00)	Particulars	Quantity	Unit Cost	Total
	Autoclave Sterilizer 18L Capacity	1	40,000.00	40,000.00
	Air Conditioner Window Type 2.5HP with remote control	1	35,000.00	35,000.00
TOTAL				75,000.00
LIBRARY FEE (181,260.00)	Particulars	Quantity	Unit Cost	Total
	Air Conditioner 3.0 TR, inverter, floor mounted with installation	2	90,630.00	181,260.00
	Materials to be used for division of staff room		34,165.00	34,165.00
TOTAL				215,425.00
CULTURAL FEE (50,000.00)	Particulars	Quantity	Unit Cost	Total
	Filing Cabinet	1	15,000.00	15,000.00
	Computer Desktop with complete accessories	1	35,000.00	35,000.00
TOTAL				50,000.00
PUBLICATION FEE(26,000.00)				
	DSLR Camera	1	26,000.00	26,000.00
TOTAL				26,000.00
NSTP FEE (55,000.00)				
	Executive Table	1	15,000.00	15,000.00
	Computer Desktop with complete accessories and Printer	1	40,000.00	40,000.00
TOTAL				55,000.00
GRAND TOTAL				421,425.00

Prepared by:

EMELY A. GALLER  
Designated Budget Officer/Admin. Aide III

Certified Correct:

DANILITA C. ELI  
Accountant I

Noted by:

GINA A. ELLORIMO  
Off. Head, Administration & Finance

Approved:

LUZVIMINDA A. TAJOS  
Dean





**VISAYAS**  
STATE UNIVERSITY

**ACCOUNTING OFFICE**  
Visayas State University-Isabel  
Marvel, Isabel, Leyte PHILIPPINES  
Mobile no. 09175035568  
Email: danskyeli2014@gmail.com

**ANNEX G**

## CERTIFICATION

**TO WHOM IT MAY CONCERN:**

**THIS IS TO CERTIFY** that the funds in the total amount of **FOUR MILLION SIX HUNDRED SIXTY SIX THOUSAND NINE HUNDRED TWENTY PESOS & 14/100 ONLY (4,666,920.14)** is available for obligation, chargeable to against CY 2019 Un appropriated Income under Special Trust Fund (STF) of the Visayas State University – Isabel.

This certification is being issued this 4th day of February 2020 for whatever legal purpose it may serve.

Prepared by:

  
**EMELY A. GALLER**

Designated Budget Officer/Admin. Aide III

Certified Correct:

  
**DANILITA C. ELI**  
Accountant I

Approved:

  
**LUZVIMINDA A. TAJOS**  
Dean

---

**VSU's Vision:** A globally competitive university for science, technology, and environmental conservation.  
**VSU's Mission:** Development of a highly competitive human resource, cutting-edge scientific knowledge and innovative technologies for sustainable communities and environment.