



EXCERPTS OF APPROVED MINUTES OF THE  
7<sup>th</sup> LSU Board of Regents Meeting  
08 November 2002 \* LNU, Tacloban City

**Revised Guidelines in the Implementation of the Compensatory Day-Off  
(CDO) Among Faculty and Staff on Vacation-Sick Leave Status**

**Board Resolution No. 103, s. 2002**

**Approving the revised guidelines in the implementation of the Compensatory Day-Off (CDO) among faculty and staff on vacation-sick leave basis as amended effective 01 January 2003 and *PROVIDED THAT* the guidelines will be put on review when the minimum faculty workload shall have been approved by the Board.**

**REVISION ON THE GUIDELINES IN THE IMPLEMENTATION  
OF THE COMPENSATORY DAY-OFF AMONG THE FACULTY  
AND STAFF OF THE LSU (MAIN CAMPUS)**

Compensatory Day-Off (CDO) is a privilege given to faculty and staff on vacation-sick leave status who render overtime work but can not be given overtime pay as the activities performed are those not allowed by COA be paid overtime.

In its first year of implementation the real essence of CDO has not been fully realized. Those who rendered extra hours of service felt they have not been compensated in the form of day-off because those who did not render overtime were also granted the same privilege.

To give real meaning to and have more equitable application of this privilege, the following guidelines are hereby proposed:

1. Only faculty and staff on vacation-sick leave status can avail of the compensatory day-off, provided that the faculty member meets the following workload units (average) per year:

16 workload units	-	one (1) day of CDO
17 WLU	-	two (2) days of CDO
18 WLU	-	three (3) days of CDO
19 WLU	-	four (4) days of CDO
20 WLU	-	five (5) days of CDO
21 WLU	-	six (6) days of CDO
22 WLU	-	seven (7) days of CDO
23 WLU	-	eight (8) days of CDO
greater than 23 WLU	-	ten (10) days of CDO

2. Teaching faculty on vacation sick leave status and heads of offices, due to the nature of their job, automatically can enjoy the CDO as long as the days are scheduled not to fall on days when their services are urgently needed.

3. Administrative staff, however, must choose at the beginning of the year whether to opt for CDO or overtime pay. Those who will avail of the CDO cannot be paid an overtime pay. However, it should be remembered that it is easier to avail of the CDO than overtime pay due to the strict rules governing overtime payment.
4. The CDO privilege can only be availed of after the administrative staff shall have rendered an overtime service without pay at least 3-hour per overtime setting.
5. One overtime setting shall be equivalent to one CDO and one working day shall be equivalent only to 1 overtime setting.
6. To avail of the CDO, an employee must present an approved request for overtime without pay. Academic staff on vacation-sick leave status and heads of offices need not present this requirement. The approval of the request for overtime shall only be up to the College Dean/Research Directors/Office Heads. Only those who opt to have overtime with pay need to have their request approved by the OVPAF.
7. The number of CDO days an employee can enjoy shall correspond only to the number of days of actual unpaid overtime for a maximum of up to 10 days.
8. Likewise, administrative staff who prefers to claim overtime pay can not be given CDO and must have his/her request for overtime duly approved by the Vice President for Administration and Finance. As such, the rules on overtime as described in the Government Accounting and Auditing Manual, Volume I and Memorandum Circular No. 33, Series of 2002 from the LSU President shall apply.
9. This new guideline shall take effect January 2003.

**BOARD ACTION: APPROVED**

Date : 08 November 2002

ATTACHMENT: E

**Certified True and Correct:**

  
**DANIEL M. TUDTUD JR.**  
*Board Secretary*

Cc: OP  
OVPAF





LEYTE STATE UNIVERSITY  
Visca, Baybay, Leyte 6521-A Philippines

Office of the Vice President for Administration and Finance

January 03, 2003

Memorandum No. 02  
Series of 2003

To : All Faculty and Staff Concerned

Subject : Revised Guidelines in the Implementation of the Compensatory Day Off (CDO)  
Among Faculty and Staff on Vacation-Sick Leave Status (Main Campus)

Herewith is the revised guidelines in the implementation of the Compensatory Day Off (CDO) among faculty and staff on vacation-sick leave status, approved by the Board of Regents per Board Resolution No. 103 s. 2002 during its 7<sup>th</sup> LSU Board Meeting held at LNU, Tacloban City on 08 November 2002.

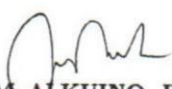
1. Only faculty and staff on vacation-sick leave status can avail of the compensatory day-off, provided that the faculty member meets the following workload units per year (average of immediate 2 semesters):

16 workload units	-	one (1) day of CDO
17 WLU	-	two (2) days of CDO
18 WLU	-	three (3) days of CDO
19 WLU	-	four (4) days of CDO
20 WLU	-	five (5) days of CDO
21 WLU	-	six (6) days of CDO
22 WLU	-	seven (7) days of CDO
23 WLU	-	eight (8) days of CDO
greater than 23 WLU	-	ten (10) days of CDO

(Note: This item shall remain in effect until such time that the minimum faculty workload shall have been determined and approved by the Board).

2. Teaching faculty on vacation sick leave status and heads of offices, due to the nature of their job, automatically can enjoy the CDO as long as the days are scheduled not to fall on days when their services are urgently needed. *Such schedule must be submitted to the OP through the OVPAF for approval not later than January 31.*
3. Administrative staff, however, must choose at the beginning of the year whether to opt for CDO or overtime pay. Those who will avail of the CDO cannot be paid an overtime pay. However, it should be remembered that it is easier to avail of the CDO than overtime pay due to the strict rules governing overtime payment.
4. The CDO privilege can only be availed of after the administrative staff shall have rendered an overtime service without pay at least 3-hour per overtime setting.
5. One overtime setting shall be equivalent to one CDO and one working day shall be equivalent only to 1 overtime setting.
6. To avail of the CDO, an employee must present an approved request for overtime without pay. Academic staff on vacation-sick leave status and heads of offices need not present this requirement. The approval of the request for overtime shall only be up to the College Dean/Research Directors/Office Heads. Only those who opt to have overtime with pay need to have their request approved by the OVPAF.
7. The number of CDO days an employee can enjoy shall correspond only to the number of days of actual unpaid overtime for a maximum of up to 10 days.
8. Likewise, administrative staff who prefers to claim overtime pay cannot be given CDO and must have his/her request for overtime duly approved by the Vice President for Administration and Finance. As such, the rules on overtime as described in the Government Accounting and Auditing Manual, Volume I and Memorandum Circular No. 33, Series of 2002 from the LSU President shall apply.
9. This new guideline shall take effect January 2003

For compliance.

  
JOSE M. ALKUINO, JR.  
Vice President for Administration and Finance

recd:  J. JANSOLIN 01/03/2003



**REVISED GUIDELINES IN THE IMPLEMENTATION OF THE COMPENSATORY  
DAY OFF AMONG THE FACULTY AND STAFF ON VACATION-SICK LEAVE  
STATUS OF THE LEYTE STATE UNIVERSITY (MAIN CAMPUS)**

Compensatory Day Off (CDO) is a privilege given to faculty and staff on vacation sick leave status who render overtime work but cannot be given overtime pay as the activities performed are those not allowed by COA to be paid overtime.

In its first year of implementation, the real essence of CDO has not been fully realized. Those who rendered extra hours of service felt they have not been compensated in the form of day off because those who did not render overtime were also granted the same privilege.

To give real meaning to and have more equitable application of this privilege, the following guidelines are hereby proposed.

1. Only faculty and staff on vacation sick leave status can avail of the compensatory day off, provided that such faculty member meets the minimum total workload requirement average of 23 units per year.
2. Teaching faculty on vacation sick leave status and heads of offices, due to the nature of their job, automatically can enjoy the CDO as long as the days are scheduled not to fall on days when their services are urgently needed.
3. Administrative staff, however, must choose at the beginning of the year whether to opt for a CDO or overtime pay. Those who will avail of the CDO cannot be paid an overtime pay. However, it should be remembered that it is easier to avail of the CDO than overtime pay due to the strict rules governing overtime payment.
4. The CDO privilege can only be availed of after the administrative staff shall have rendered an overtime service without pay of at least 3-hour per overtime setting.
5. One overtime setting shall be equivalent to one CDO and one working day shall be equivalent only to 1 overtime setting.
6. To avail of the CDO, an employee must present an approved request for overtime without pay. Academic staff on vacation-sick leave status and heads of offices need not present this requirement. The approval of the request for overtime shall only be up to the College Dean/Research Directors/Office Heads. Only those who opt to have overtime with pay need to have their request approved by the OVPAF.
7. The number of CDO days an employee can enjoy shall correspond only to the number of days of actual unpaid overtime for a maximum of up to 10 days.
8. Likewise administrative staff who prefers to claim overtime pay cannot be given CDO and must have his/her request for overtime duly approved by the Vice President for Administration and Finance. As such, the rules on overtime as described in the Government Accounting and Auditing Manual, Volume I and Memorandum Circular No.33, Series of 2002 from the LSU President shall apply.

This new guideline shall take effect January 2003.



**REVISION ON THE GUIDELINES IN THE IMPLEMENTATION OF THE  
COMPENSATORY DAY OFF AMONG THE FACULTY AND STAFF OF THE  
LEYTE STATE UNIVERSITY (MAIN CAMPUS)**

Existing	Proposed
<p>Pursuant to BOR Resolution No. 29, s. 2001, LSU will now give additional ten (10) days non-cumulative vacation leave with pay to regular faculty and staff on vacation-sick leave status with the following requirements:</p>	<p>Compensatory Day Off (CDO) is a privilege given to faculty and staff on vacation sick leave status who render overtime work but cannot be given overtime pay as the activities performed are those not allowed by COA be paid overtime.</p> <p>In its first year of implementation the real essence of CDO has not been fully realized. Those who rendered extra hours of service felt they have not been compensated in the form of day off because those who did not render overtime were also granted the same privilege.</p> <p>To give real meaning to and have more equitable application of this privilege, the following guidelines are hereby proposed:</p>
<p>Only regular faculty and administrative staff on vacation sick leave status shall be entitled to this leave or compensatory day-off.</p>	<p>Only faculty and staff on vacation sick leave status can avail of the compensatory day off, provided that such faculty member meets the minimum total workload requirement average of 23 units per year.</p>
<p>At the beginning of the year and not later than January 15 every year thereafter, the faculty and staff concerned shall submit his/her schedule of availing this non-cumulative vacation leave, duly endorsed by the department/office head and center director. If not enjoyed as scheduled, the same can no longer be availed for another date unless prior arrangements are made.</p>	<p>Teaching faculty on vacation sick leave status and heads of offices, due to the nature of their job, automatically can enjoy the CDO as long as the days are scheduled not to fall on days when their services are urgently needed.</p>
	<p>Administrative staff, however, must choose at the beginning of the year whether to opt for a CDO or overtime pay. Those who will avail of the CDO cannot be paid an overtime pay. However, it should be remembered that it is easier to avail of the CDO than overtime pay due to the strict rules governing overtime payment.</p>



<p>This special privilege shall have a separate control or record by HRMDO.</p>	<p>The CDO privilege can only be availed of after the administrative staff shall have rendered an overtime service without pay at least 3-hour per overtime setting.</p>
	<p>One overtime setting shall be equivalent to one CDO and one working day shall be equivalent only to 1 overtime setting.</p>
<p>Those on scholarship, travel and on long leave of absence for one month or more either official or not, cannot avail of this privilege for the year.</p>	<p>To avail of the CDO, an employee must present an approved request for overtime without pay. Academic staff on vacation-sick leave status and heads of offices need not present this requirement. The approval of the request for overtime shall only be up to the College Dean/Research Directors/Office Heads. Only those who opt to have overtime with pay need to have their request approved by the OVPAF.</p>
<p>Those with pending or with unserved penalty of an administrative case cannot avail of this privilege.</p>	
<p>Those in-charge of processing financial documents and preparation of reports required by higher offices should not avail of this leave during peak period such as December, January and February of every year. Also, those involved in preparatory works during graduation and anniversary should not file their leave on March and July/August of the year, respectively.</p>	<p>The number of CDO days an employee can enjoy shall correspond only to the number of days of actual unpaid overtime for a maximum of up to 10 days.</p>
	<p>Likewise administrative staff who prefers to claim overtime pay cannot be given CDO and must have his/her request for overtime duly approved by the Vice president for Administration and Finance. As such, the rules on overtime as described in the Government Accounting and Auditing Manual, Volume I and Memorandum Circular No. 33, Series of 2002 from the LSU President shall apply.</p>
<p>This will take effect January 1, 2002.</p>	<p>This new guideline shall take effect January 2003.</p>





# LEYTE STATE UNIVERSITY

Visca, Baybay, Leyte 6521  
Philippines

*Office of the President*

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11 September 2002

The Honorable Chairman and  
Members of the LSU Board of Regents

*Ladies/Gentlemen:*

I am hereby endorsing the "Revised Guidelines in the Implementation of the Compensatory Day Off Among the Faculty and Staff on Vacation-Sick Leave Status of the LSU-Main Campus". This proposal has been deliberated and approved by the LSU Administrative Council.

I am, therefore, recommending the same **FOR APPROVAL** by the Board of Regents.

Very truly yours,

PACIENCIA P. MILAN  
President

BOARD ACTION : \_\_\_\_\_  
DATE : 11 September 2002



**REVISED GUIDELINES IN THE IMPLEMENTATION OF THE COMPENSATORY  
DAY OFF AMONG THE FACULTY AND STAFF ON VACATION-SICK LEAVE  
STATUS OF THE LEYTE STATE UNIVERSITY (MAIN CAMPUS)**

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In its first year of implementation, the real essence of CDO has not been fully realized. Those who rendered extra hours of service felt they have not been compensated in the form of day off because those who did not render overtime were also granted the same privilege.

To give real meaning to and have more equitable application of this privilege, the following guidelines are hereby proposed:

1. *Only faculty and staff on vacation sick leave status can avail of the compensatory day off.*
2. *Teaching faculty on vacation sick leave status and heads of offices, due to the nature of their job, automatically can enjoy the CDO as long as the days are scheduled not to fall on days when their services are urgently needed, provided that such teaching faculty met the minimum total teaching load requirement of 23 units.*
3. Administrative staff, however, must choose at the beginning of the year whether to opt for a CDO or overtime pay. Those who will avail of the CDO can not be paid an overtime pay. However, it should be remembered that it is easier to avail of the CDO than overtime pay due to the strict rules governing overtime payment.
4. The CDO privilege can only be availed of after the administrative staff shall have rendered an overtime service without pay of at least 3-hour per overtime setting.
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This new guideline shall take effect January 2003.

Items number 1 and 2 are existing guidelines.



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<p>Only regular faculty and administrative staff on vacation sick leave status shall be entitled to this leave or compensatory day-off.</p>	<p>Only faculty and staff on vacation sick leave status can avail of the compensatory day off.</p>
<p>At the beginning of the year and not later than January 15 every year thereafter, the faculty and staff concerned shall submit his/her schedule of availing this non-cumulative vacation leave, duly endorsed by the department/office head and center director. If not enjoyed as scheduled, the same can no longer be availed for another date unless prior arrangements are made.</p>	<p>Teaching faculty on vacation sick leave status and heads of offices, due to the nature of their job, automatically can enjoy the CDO as long as the days are scheduled not to fall on days when their services are urgently needed, provided that such teaching faculty met the minimum total teaching load requirement of 23 units.</p>
	<p>Administrative staff, however, must choose at the beginning of the year whether to opt for a CDO or overtime pay. Those who will avail of the CDO cannot be paid an overtime pay. However, it should be remembered that it is easier to avail of the CDO than overtime pay due to the strict rules governing overtime payment.</p>



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	<p>One overtime setting shall be equivalent to one CDO and one working day shall be equivalent only to 1 overtime setting.</p>
<p>Those on scholarship, travel and on long leave of absence for one month or more either official or not, cannot avail of this privilege for the year.</p>	<p>To avail of the CDO, an employee must present an approved request for overtime without pay. Academic staff on vacation-sick leave status and heads of offices need not present this requirement. The approval of the request for overtime shall only be up to the College Dean/Research Directors/Office Heads. Only those who opt to have overtime with pay need to have their request approved by the OVPAF.</p>
<p>Those with pending or with unserved penalty of an administrative case cannot avail of this privilege.</p>	
<p>Those in-charge of processing financial documents and preparation of reports required by higher offices should not avail of this leave during peak period such as December, January and February of every year. Also, those involved in preparatory works during graduation and anniversary should not file their leave on March and July/August of the year, respectively.</p>	<p>The number of CDO days an employee can enjoy shall correspond only to the number of days of actual unpaid overtime for a maximum of up to 10 days.</p>
	<p>Likewise faculty and staff who prefer to claim overtime pay cannot be given CDO and must have his/her request for overtime duly approved by the Vice president for Administration and Finance. As such, the rules on overtime as described in the Government Accounting and Auditing Manual, Volume I and Memorandum Circular No. 33, Series of 2002 from the LSU President shall apply.</p>
<p>This will take effect January 1, 2002.</p>	<p>This new guideline shall take effect January 2003.</p>