



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

Leyte State University  
Visca, Baybay, Leyte 6521 A  
Philippines

EXCERPT FROM APPROVED MINUTES OF THE  
9<sup>th</sup> LSU Board of Regents Meeting  
21 February 2003 \* LNU, Tacloban City

**Proposal to Modify Guidelines to Grant  
Exemption from School Fees for  
LSU Staff and Dependents**

**Board Resolution No. 2, s. 2003**

Approving the proposal to "*Modify the Guidelines to Grant Exemption from School Fees for Dependents of University Faculty and Staff including those from the External Campuses Effective SY 2003-2004*" excluding dependents taking a second degree or those taking graduate degrees, **PROVIDED That** students taking the new courses for the 1<sup>st</sup> and 2<sup>nd</sup> Semester of SY 2002-2003 who paid full tuition be reimbursed following approved procedures and guidelines.

***Rationale***

The Visayas State College of Agriculture (ViSCA) is known for the quality of its tertiary degree programs in agriculture that are closely tied with national development thrusts. It is to ViSCA's credit that many of its graduates occupy key positions in many public and private institutions.

This being the case, the ViSCA Board of Trustees passed BOT Resolution No. 44, s. 2001 granting *bonafide* ViSCA employees, their spouses and dependent children exemption from paying tuition fees when they enroll in any degree program of the College. It is expected that with this privilege, ViSCA employees, their spouses and dependent children will be encourage to concentrate their efforts in the pursuit of tertiary degree programs in agriculture right here in ViSCA.

In 2001, the Visayas State College of Agriculture (ViSCA) was converted into the Leyte State University (LSU) in recognition of the quality of its Instruction, Research and Extension activities and in order for its to expand its programs to better cater to the changing needs of its clientele. This has led to the offering of new curricular degree programs at the graduate and undergraduate levels as well as the undertaking of more advanced research activities and an expanded extension delivery system.

Before many of these new undertakings could take root and flourish, the Department of Budget and Management (DBM) began reducing the budgets of State Colleges and Universities (SUCs) as a result of the shift in thrust by the National Government in its

educational funding priority in favor of Basic Education. This new tract has forced all SUCs to seriously look at how it can continue to better serve its clientele given the reduction in its budget. This includes looking at ways of reducing expenses as well as how it will be able to generate more fund inflows.

It is in the light of this development that LSU has decided to raise tuition fees over the next three of years to enable the University to recoup some of the cost of its operations. Thus, the free tuition fee privilege granted to LSU employees, their spouses and dependent children is being reconsidered and that necessary guidelines drafted governing its implementation.

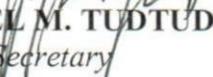
The following guidelines are expected to further rationalize the extension of this GRANT:

1. Employees of the University and their dependent children can be granted an exemption from the payment of tuition fees **Provided That** the courses taken are:
  - a. Bachelor of Animal Science (BAS)
  - b. Bachelor of Science in Agribusiness (BSAB)
  - c. Bachelor of Science in Agriculture (BSA - *all major fields*)
  - d. Bachelor of Science in Ag. Chemistry (BS Ag. Chem.)
  - e. Bachelor of Science in Ag. Development (BS Ag. Dev.)
  - f. Bachelor of Science in Ag. Education (BS Ag. Educ.)
  - g. Bachelor of Science in Ag. Engineering (BSAE)
  - h. Bachelor of Science in Development Communication (BSDC)
  - i. Bachelor of Science in Food Technology (BSFT)
  - j. Bachelor of Science in Forestry (BSF)
  - k. Bachelor of Science in Home Economics (BSHE)
  - l. Bachelor of Science in Statistics (BSS)
2. Spouses of *bonafide* LSU employees may also avail of this GRANT **Provided That** the provisions indicated in Item 1 are strictly followed.
3. A maximum of four (4) dependent children of *bonafide* LSU employees may avail of this GRANT **Provided That** the age of these dependent children do not go beyond 21 years of age during the current year.
4. GRANTEES must be qualified to enroll in the degree or non-degree program they are applying for, regardless of whether they are classified as new/returning students, shifters, cross-enrollees from other institutions, graduates of other programs offered by the University and special students enrolling in courses for their professional growth and development as well as for academic enrichment and review.
5. All pertinent rules and regulations of the University on admission, transfer, residency, and other rules and regulations shall apply.
6. University employees, desiring to pursue any post-graduate degree offered by the University, are required to apply for local funding support from the University. The tuition fee exemption granted earlier to University employees pursuing post-graduate degrees in the University is, hereby, rescinded.
7. University employees who qualify for local funding support from the University shall be allowed to take a load of 3 credit units within office hours.
8. All tuition fees paid by University employees pursuing post-graduate degrees within the University shall be deposited in a special Staff Development Fund which shall be used to support the comprehensive Staff Development Program of the University.
9. For the purpose of this guideline, the term *bonafide employee* shall have the following operational definition:

"All University employees classified as permanent, temporary, casual or contractual, who hold valid appointments charged to the Personal Services budget provided for in the General Appropriations Act (GAA), **Provided, That**, in the case of casuals and contractuels, they should have an aggregate of at least two (2) years of service to the University immediately preceding the said application for the grant."

10. Recipients of the undergraduate tuition fee privilege shall continue to enjoy said grant up to the end of the term (semester/summer) even with the termination of the bonafide employee's employment within the term.
11. Employees of other agencies located within the LSU Campus and their dependents are not covered by this privilege.
12. This GRANT is also extended to the bonafide employees of LSU External Campuses, their spouses, and dependents.

Certified True and Correct

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

Board Action: **APPROVED**  
Date: 21 February 2003  
Attachment: D

Cc: OP  
OVPAF  
OVPA  
Registrar  
OSA  
Cash Division  
FMO  
Accounting

## PROPOSAL TO MODIFY GUIDELINES TO GRANT EXEMPTION FROM SCHOOL FEES FOR LSU STAFF AND DEPENDENTS

### Rationale

Based on ViSCA Board of Trustees Resolution No. 44, s. 2001, bonafide ViSCA employees, their spouses and dependent children are granted exemption from tuition fees to enroll in any program of the College. This educational privilege has been given to encourage ViSCA staff, their spouses and dependent children to study in ViSCA.

With the conversion of the Visayas State College of Agriculture into the Leyte State University (LSU), new curricular programs were offered in response to the need of the times. However, budgetary cuts affected by the Department of Budget and Management (DBM) has forced the University to seriously look at how it can better be able to generate more income as well as how it will be able to save on expenses.

In the light of this development, tuition fees are to be raised over the next three years so that these will enable the University to recoup the cost of its operations. This new development requires, therefore, that the tuition fee exemptions extended to LSU staff, their spouses and dependent children be reconsidered.

The following guidelines are thus proposed to rationalize further the aforementioned grant.

### Guidelines

1. Staff members of the University and their dependent children can be granted an exemption from the payment of tuition fees *provided that* the courses taken are agriculture-related fields of specialization with the exclusion of the following courses: BS Biology, BS Computer Science, BS Chemistry, Bachelor of Secondary Education, Bachelor of Elementary Education, Information Technology, and Doctor of Veterinary Medicine and other new courses to be offered later.
2. Spouses of bonafide LSU employees may also avail of this Grant *provided that* the provisions of Item No. 1 are strictly followed.
3. Only a maximum of four (4) dependent children of bonafide LSU employees may avail of this privilege *provided that* the age of these dependent children do not go beyond 21 years of age during the current year.
4. Grantees must be qualified to enroll in the degree or non-degree program they are applying for, regardless of whether they are classified as new or returning student, shifters, cross-enrollees from other institutions, graduates of other programs offered by the College and special students enrolling in courses for their professional growth and development as well as for academic enrichment and review.
5. LSU employees are allowed to pursue a graduate program but not another baccalaureate degree.
6. All pertinent rules and regulations of the University on admission, transfer, residency, and others shall apply.
7. This grant is also extended to the faculty and staff dependents of integrated campuses.

1 The Board suggested that this proposal be first discussed with the  
2 LSU constituents before any Board action on the matter is undertaken.

3 4. Update on the Leyte-Bohol Interconnection Project

4 Prof. Daniel M. Tuditud, Jr. informed the Board that there has  
5 already been a public pronouncement by the Governor of Bohol sometime in  
6 the first week of November 2002 regarding the successful awarding to a  
7 foreign firm of the completion of Phase II of the Leyte-Bohol  
8 Interconnection Project.

9 Regent Buenaventura C. Go-Soco, Jr. informed the Board that in  
10 the RDC meeting held last October 2002 in Guian, Eastern Samar the  
11 National Power Corporation informed the Regional Development Council  
12 that NPC Management has chosen to follow the upper ridge route  
13 suggested by Leyte State University as it passes through the campus.

14 **IX. ADJOURNMENT**

15 After all items were discussed, President Paciencia P. Milan requested for the  
16 adjournment of the meeting. Regent Jose V. Mazo moved for the adjournment of the  
17 meeting. Regent Rebecca V. Barbusa seconded the motion.

18 The 7<sup>th</sup> Board of Regents (BOR) Meeting of the Leyte State University was  
19 adjourned at 3:40 p.m.

20 Certified True and Correct

21   
22 **DANIEL M. TUDTUD JR.**  
Board Secretary

23 Attested:

  
**PACIENCIA P. MILAN**  
President

**TUITION FEES COLLECTED (Estimate)**

LEYTE STATE UNIVERSITY  
SY 2002-2003

COURSE	NO. OF UNITS per student	COST @40.00/unit	NSTP (20% of 180.00)	AMOUNT COLLECTED PER DEPENDENT	NO. OF STUDENTS	TOTAL TUITION FEES COLLECTED
<b>BSBio</b>						
1st Semester						
1st Year	22	880.00	60.00	940.00	7	6,580.00
2nd Year	24	960.00		960.00	2	1,920.00
3rd Year	23	920.00		920.00	4	3,680.00
Sub-Total						<b>12,180.00</b>
2nd Semester						
1st Year	23	920.00	60.00	980.00	2	1,960.00
2nd Year	24	960.00		960.00	4	3,840.00
3rd Year	22	880.00		880.00	4	3,520.00
Sub-Total						<b>9,320.00</b>
<b>BSCS</b>						
First Semester						
1st Year				2,983.00	6	17,898.00
Second Sem.						
1st Year				2,983.00	2	5,966.00
Sub-Total						<b>23,864.00</b>
<b>DVM</b>						
First Semester						
1st Year	22	880.00	60.00	940.00	3	2,820.00
2nd Year	23	920.00		920.00	1	920.00
5th Year	20	800.00		800.00	2	1,600.00
Sub-Total						<b>5,340.00</b>
Second Sem.						
1st Year	23	920.00	60.00	980.00	1	980.00
2nd Year	24	960.00		960.00	2	1,920.00
5th Year	20	800.00		800.00	2	1,600.00
Sub-Total						<b>4,500.00</b>
<b>BS Chem</b>						
Second Sem.						
2nd Year	22	880.00	60.00	940.00	1	940.00
<b>BSEd</b>						
First Sem.						
1st Year	22	880.00	60.00	940.00	2	1,880.00
Second Sem.						
1st Year	23	920.00	60.00	980.00	2	1,960.00
<b>TOTAL</b>						
First Semester						37,298.00
Second Semester						22,686.00
<b>GRAND TOTAL</b>						<b>59,984.00</b>



## LEYTE STATE UNIVERSITY

6521-A Visca, Baybay, Leyte, Philippines

### Office of the University Prosecutor

**VILLALUZ Z. ACEDO**

Complainant

-versus-

**Dr. NESTOR L. PDIO**

Respondent

Admin. Case No. \_\_\_\_\_

for: DISHONESTY and  
UNAUTHORIZED USE OF  
PROJECT FUNDS

### REPLY TO MANIFESTATION AND MOTION

The Office of the University Prosecutor would like to acknowledge the Manifestation and Motion (For Clarification) filed by the Honorable Counsel for the respondent dated 05 December 2002.

This Office would like to put on record that what this Office has referred to the Office of the President of the Leyte State University for Resolution was on the Motion to Dismiss that the Honorable Counsel for the Respondent has been praying for and what was submitted to said office was not only the complaint of Prof. Luz Z. Acido but included all the pleadings and motions submitted by respondent to this office.

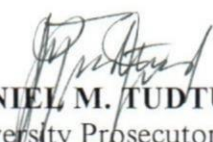
This Office has no power to dismiss administrative cases and thus, the request of the Honorable Counsel for the Respondent, was referred to the Office of the President being the highest office in the institution for proper disposition.

This Office likewise is clarifying that a Formal Investigation on the administrative case has yet to be conducted if and when the Disciplining Authority – the Board of Regents, finds merit in the case and orders the immediate filing of a Formal Charge against respondent Dr. Nestor L. Pido following the procedures set forth in CSC Memorandum No. 19, s. 1999.

On the last point sought for clarification, the Office of the University Prosecutor only prosecutes cases for and on behalf of the University and does not act as a hearing officer in Formal Investigation cases, since this latter function has been assigned to the Administrative Officer of the University.

Done this 6<sup>th</sup> day of January 2003 at Leyte State University, Baybay, Leyte

Respectfully,

  
**DANIEL M. TUDTUD, JR.**  
University Prosecutor

cc: **Dr. Nestor L. Pido** through Honorable Counsel  
Respondent

**Prof. Villaluz Z. Acido**  
Complainant

**Dr. Lourdes B. Cano**  
Office of Administrative Affairs

**NUMBER OF LSU FACULTY/STAFF DEPENDENT GRANTEES**  
**LEYTE STATE UNIVERSITY**  
*(As of SY 2002-2003)*

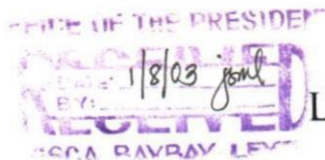
**First Semester**

COURSE	LEVEL					TOTAL
	1	2	3	4	5	
<b><i>Agriculture-Related Courses</i></b>						
BAS	3	2				5
BSA	12	11	2	8		33
BSAB	5	11	3	5		24
BSAgDev		3				3
BSAE	2		2		2	6
BSAgEd	2		3	2		7
BSDC	3	1		1		5
BSFT		2	1			3
BSHE	1	1		1		3
BSS		1		1		2
HET	1					1
<i>Sub-Total</i>						<b>92</b>
<b><i>Other Courses</i></b>						
BSBio	7	2	4			13
BSCS	6					6
DVM	3	1			2	6
<i>Sub-Total</i>						<b>25</b>
<b>GRAND TOTAL</b>						<b>117</b>

**Second Semester**

COURSE	LEVEL					TOTAL
	1	2	3	4	5	
<b><i>Agriculture-Related Courses</i></b>						
BAS	3	1	1			5
BSA	6	8	4	5		23
BSAB	3	12	4	6		25
BSAgDev	1	1				2
BSAE	2		2		1	5
BSAgEd			2	2		4
BSDC		1	1	1		3
BSFT	1	1	2			4
BSHE	1	1		2		4
BSS		2		1		3
HET	1	1				2
<i>Sub-Total</i>						<b>80</b>
<b><i>Other Courses</i></b>						
BSBio	2	4	4			10
BSCS	2					2
BSEd	2					2
BS Chem		1				1
DVM	1	2			2	5
<i>Sub-Total</i>						<b>20</b>
<b>GRAND TOTAL</b>						<b>100</b>

OP



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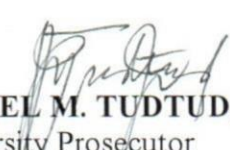
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LEYTE STATE UNIVERSITY

Visca, Baybay, Leyte 6521  
Philippines

*Office of the President*

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21 February 2003

The Honorable Chairman and  
Members of the LSU Board of Regents

*Ladies/Gentlemen:*

I am hereby endorsing the "**Proposal to Modify Guidelines to Grant Exemption from School Fees for LSU Staff and Dependents**" which have been presented to and deliberated by the Board of Regents during its 8<sup>th</sup> board meeting. Queries raised and other important factors suggested by the board for the refinement of the proposal are being acted upon and incorporated therein.

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

Very truly yours,

PACIENCIA P. MILAN  
President

BOARD ACTION: \_\_\_\_\_  
DATE : 21 February 2003

## PROPOSAL TO MODIFY GUIDELINES TO GRANT EXEMPTION FROM SCHOOL FEES FOR LSU STAFF AND DEPENDENTS

### Rationale

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LEYTE STATE UNIVERSITY  
SY 2002-2003

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<b>DVM</b>						
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5th Year	20	800.00		800.00	2	1,600.00
Sub-Total						<b>4,500.00</b>
<b>BS Chem</b>						
Second Sem.						
2nd Year	22	880.00	60.00	940.00	1	940.00
<b>BSEd</b>						
First Sem.						
1st Year	22	880.00	60.00	940.00	2	1,880.00
Second Sem.						
1st Year	23	920.00	60.00	980.00	2	1,960.00
<b>TOTAL</b>						
<b>First Semester</b>						<b>37,298.00</b>
<b>Second Semester</b>						<b>22,686.00</b>
<b>GRAND TOTAL</b>						<b>59,984.00</b>

**NUMBER OF LSU FACULTY/STAFF DEPENDENT GRANTEEES**  
**LEYTE STATE UNIVERSITY**  
*(As of SY 2002-2003)*

**First Semester**

COURSE	LEVEL					TOTAL
	1	2	3	4	5	
<b><i>Agriculture-Related Courses</i></b>						
BAS	3	2				5
BSA	12	11	2	8		33
BSAB	5	11	3	5		24
BSAgDev		3				3
BSAE	2		2		2	6
BSAgEd	2		3	2		7
BSDC	3	1		1		5
BSFT		2	1			3
BSHE	1	1		1		3
BSS		1		1		2
HET	1					1
<i>Sub-Total</i>						<b>92</b>
<b><i>Other Courses</i></b>						
BSBio	7	2	4			13
BSCS	6					6
DVM	3	1			2	6
<i>Sub-Total</i>						<b>25</b>
<b>GRAND TOTAL</b>						<b>117</b>

**Second Semester**

COURSE	LEVEL					TOTAL
	1	2	3	4	5	
<b><i>Agriculture-Related Courses</i></b>						
BAS	3	1	1			5
BSA	6	8	4	5		23
BSAB	3	12	4	6		25
BSAgDev	1	1				2
BSAE	2		2		1	5
BSAgEd			2	2		4
BSDC		1	1	1		3
BSFT	1	1	2			4
BSHE	1	1		2		4
BSS		2		1		3
HET	1	1				2
<i>Sub-Total</i>						<b>80</b>
<b><i>Other Courses</i></b>						
BSBio	2	4	4			10
BSCS	2					2
BSEd	2					2
BS Chem		1				1
DVM	1	2			2	5
<i>Sub-Total</i>						<b>20</b>
<b>GRAND TOTAL</b>						<b>100</b>