



119TH BOARD OF REGENTS MEETING

BOR RESOLUTION NO. 26

Series of 2025

APPROVING THE INCREASE IN HONORARIUM RATES FOR FACULTY MEMBERS HOLDING DESIGNATED ADMINISTRATIVE FUNCTIONS, FOLLOWING THE REVISED VSU ORGANIZATIONAL STRUCTURE, AS DESCRIBED IN THE DOCUMENT ATTACHED HERETO AND MADE PART HEREOF, THEREBY AMENDING ALL PREVIOUS BOARD RESOLUTIONS AND UNIVERSITY ISSUANCES WHICH MAY BE INCONSISTENT HERewith

WHEREAS, Section 4 of Republic Act No. 9158, the university's enabling law, empowers the Governing Board to receive and appropriate all sums as may be provided for the support of the University in the manner it may determine, in its discretion, to carry out the purposes and functions of the University;

WHEREAS, the Board of Regents, through Referendum No. 13, s. 2024 dated December 3, 2024, adopted the new organizational structure, which provides for the creation of new administrative positions necessary for the effective implementation of the University's plans, programs, and operations;

WHEREAS, anchored on the legal basis, COA Circular 2012-001, Section 5.7.5, payment of honoraria applies to regular faculty members assigned to administrative work beyond their regular duties.

WHEREAS, the level of honorarium rates is based on the scope of work and number of regular personnel supervised, the Director is now classified as Director A, B, and C, while Heads are categorized as Head A and B;

WHEREAS, using the rates stipulated in BOR Resolution No. 166, s.2020 as a baseline, the proposed increase of 15% for the new honorarium rates is presented as follows;

Designation	Old Rate	Proposed New Rate
Director A		3,000.00
Director B	2,187.50	2,500.00
Director C		1,200.00
Head, Department	2,187.50	2,500.00
Head A, Office		2,500.00
Head B, Office		1,200.00

WHEREAS, the proposal underlines the *exclusion* of employees and faculty members receiving Representation Allowance and Transportation Allowance (RATA), and existing positions receiving honorarium but not reflected in the new organizational structure shall receive the prevailing rate;

WHEREAS, the proposed increase in honorarium rates and their corresponding payment shall take effect upon approval by the Board, provided that monthly accomplishment reports have been duly submitted;

APPROVING THE INCREASE IN HONORARIUM RATES FOR FACULTY MEMBERS HOLDING DESIGNATED ADMINISTRATIVE FUNCTIONS, FOLLOWING THE REVISED VSU ORGANIZATIONAL STRUCTURE, AS DESCRIBED IN THE DOCUMENT ATTACHED HERETO AND MADE PART HEREOF, THEREBY AMENDING ALL PREVIOUS BOARD RESOLUTIONS AND UNIVERSITY ISSUANCES WHICH MAY BE INCONSISTENT HERewith

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WHEREAS, Regent Rosales affirmed that the payment of honoraria is both necessary and fair. She emphasized, however, that all disbursements must comply with COA rules and regulations, and that sustainability should be ensured by allocating the necessary funds in the annual budget;

WHEREAS, the proposal has been thoroughly evaluated by the University Administrative Council (UADCO) at the March 10, 2025, meeting and obtained favorable endorsement;

WHEREAS, finding the recommendation in order, the Governing Board agreed to approve the proposal;


NOW, THEREFORE, on motion, duly seconded, and unanimously approved, be it;


RESOLVED, as it is hereby resolved, that the Board of Regents of Visayas State University approves the increase in honorarium rates for faculty members holding designated administrative functions, following the revised VSU organizational structure, the details of which are presented in the document attached as Annex "O", thereby amends all previous board resolutions and university issuances which may inconsistent herewith.

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

APPROVING THE INCREASE IN HONORARIUM RATES FOR FACULTY MEMBERS HOLDING DESIGNATED ADMINISTRATIVE FUNCTIONS, FOLLOWING THE REVISED VSU ORGANIZATIONAL STRUCTURE, AS DESCRIBED IN THE DOCUMENT ATTACHED HERETO AND MADE PART HEREOF, THEREBY AMENDING ALL PREVIOUS BOARD RESOLUTIONS AND UNIVERSITY ISSUANCES WHICH MAY BE INCONSISTENT HERewith
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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

**FINANCE
MANAGEMENT**

**PROPOSED HONORARIUM RATES FOR FACULTY MEMBERS WITH
DESIGNATED ADMINISTRATIVE POSITIONS UNDER THE
NEW ORGANIZATIONAL STRUCTURE OF VSU**



1. RATIONALE

The BOR Res. No. 166 s. 2020 sets the honorarium rates of faculty members with administrative designations. With the newly approved organizational structure of VSU per BOR Ref. No. 13, s. 2024 dated December 3, 2024, there were essential changes and additional administrative positions needed to enhance the operations of VSU and align with CHED's thrust for higher education. OP Memorandum No. 180 s. 2025 dated January 20, 2025 created a technical working group to revisit and submit the proposal concerning the honorarium rates of faculty members with designated administrative positions based on the new organizational structure of VSU.

2. COVERAGE

This proposal covers only regular faculty members with designated administrative positions who rendered administrative services in addition to their regular teaching, research, and extension functions under the newly approved organizational structure of VSU per BOR Ref. No. 13, s. 2024 dated December 3, 2024. This proposal does not include employees and faculty members with designated positions who are receiving Representation Allowance and Transportation Allowance (RATA).

For existing positions receiving honorarium but not reflected in the new organizational structure shall receive the prevailing rate (e.g. lead auditor).

3. HONORARIUM RATE

Honoraria is granted to regular faculty members who are assigned to administrative work beyond their regular duties. To compensate for the services exerted by the faculty members in the exercise of his/her administrative functions, this proposal aims to grant honoraria to faculty members with designated administrative positions under the new organization structure.

The level of honorarium is based on the scope of work and number of regular personnel under supervision. In the proposed honorarium, the directors are now classified as Director A, Director B and Director C. In addition, the office heads are now categorized as Head A and Head B.

Using the rates stipulated BOR Res No. 166 s. 2020 as a baseline, the TWG proposed an increase of around 15% for the new honorarium rates. For new offices and heads of units with

BOR ACTION: APPROVAL



FINANCE MANAGEMENT
Visayas State University, 1F Admin Bldg
Baybay City, Leyte
Email: louella.ampac@vsu.edu.ph
Website: www.vsu.edu.ph
Phone: +63 53 565 0600 Local 1009



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ID 9108658749



Handwritten signature
HAZELLE V. ASALDO
BOR & University Secretary
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No. 2025-23

less than 5 regular employees, the proposed honorarium rate is similar to the honorarium rate of special projects. Table 1 shows the existing and proposed rates including the classification of directors and office heads.

Table 1. Existing and proposed honorarium rates

Position	Old Rate (BOR Res No. 166 s. 2020)	New Proposed Rate
Director A		3,000.00
Director B	2,187.50	2,500.00
Director C		1,200.00
Head, Dept	2,187.50	2,500.00
Head A, Office		2,500.00
Head B, Office		1,200.00

Annex C shows the comparative summary of honorarium using the existing and proposed rates. The total annual budgetary requirement for the honorarium given to faculty members with administrative positions is shown in Annex C. Annex D provides the list of offices under the new organizational structure of VSU.

A monthly Accomplishment Report duly approved by the immediate supervisor should be submitted every 25th day to the Human Resource Management Office (HRMO) for payroll processing.

If the faculty member is designated to more than one position, he/she will be entitled to the honorarium of the higher position only.

4. EFFECTIVITY

This proposal shall take effect upon approval of the VSU Board of Regents. This honorarium policy proposal, once approved, supersedes previous issuances related to honorarium rates.

5. ATTACHMENTS

- Annex A - BOR Resolution No. 166 s. 2020
- Annex B - OP Memo No. 180 s. 2025
- Annex C - Schedule of Proposed Honorarium to be given
- Annex D - Complete List of Heads
- Annex E - Certificate of Fund Availability
(Main and VITA Campuses)

BOR ACTION: APPROVAL


HAZELLE V. ASALDO
BOR & University Secretary
2025-119

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.

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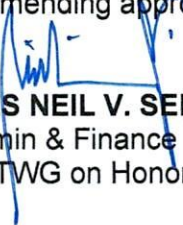
Certified Availability of Funds:


ALICIA M. FLORES
Supervising Administrative Officer

Reviewed by:


LOUELLA CHAN-AMPAC
Chief Administrative Officer

Recommending approval:


MOISES NEIL V. SERIÑO
VP Admin & Finance
Chair, TWG on Honorarium

Approved:

PROSE IVY G. YEPES
VSU President

BOR ACTION: APPROVAL


HAZELLE V. ASALDO
BOR & University Secretary
2025-119

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.



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

BOR RESOLUTION NO. 166, s. 2020

**A RESOLUTION APPROVING THE HONORARIUM RATES FOR FACULTY WITH
DESIGNATED ADMINISTRATIVE POSITIONS (NEW POSITIONS BASED ON THE VSU
REVISED ORGANIZATIONAL STRUCTURE)**

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, and was later renamed Visayas State University (VSU) by virtue of R.A. 9437 on 27 April 2007;

WHEREAS, Section 4 of R.A. 9158 specifically provides that the University "shall have the general powers of a corporation as set forth in the Corporation Law. The Administration of the University and the exercise of its power shall be vested exclusively in the Board of Regents";

WHEREAS, Section 7 Paragraph (b) of R.A. 9158 empowers the Governing Board "to receive and appropriate all sums as may be provided for the support of the University in the manner it may determine, in its discretion, to carry out the purposes and functions of the University";

WHEREAS, the BOR approved revised organizational structure of VSU has provided for new positions which are necessary in its operations while existing guidelines specifically BOR Resolutions No. 35 series of 2014 and No. 203 series of 2018 do not stipulate such items;

WHEREAS, an attachment of a monthly accomplishment report duly certified by the immediate supervisor is required in the processing of the honorarium while such accomplishment be verifiable and validated by the direct supervisor to be submitted to the Head of the Payroll and Leave Benefits Office;

WHEREAS, the legal basis for the proposal are discernible in COA Circular 2012-001 section 5.7 dated 14 June 2012 as well as BOR Resolution Nos. 35 series of 2014 and 203 series of 2018;

WHEREAS, it is also proposed that the effectivity date is July, 2020 as this is the date of implementation of the VSU Revised Organizational Structure. The funding requirement is to be charged to Personal Services of Regular Agency Fund and any deficiency to the Internally Generated Income (Fund 164) of the respective campus while in instances that the faculty is designated to more than one position, he/she will be entitled to the honorarium of the higher position only;


WHEREAS, the designated administrative positions (new positions based on the VSU revised organizational structure) with corresponding rates of honorarium are proposed to compensate for the efforts exerted by the faculty in the exercise of his/her functions;

Certified true copy from the original:

GUINALDO C. FERNANDEZ, JR.
BOR University Secretary

Position	Amount Proposed (PhP/mo)	Remarks
A.) VSU-System		
Director for <ul style="list-style-type: none"> • Instruction and Evaluation • Planning • Innovation and • Administrative Services 	3,000.00	No item in the previous organizational structure. Scope of work is VSU system-wide.
Director for Quality Assurance	3,000.00	Scope of work is VSU system-wide, and covers not only instruction but all functions of the university. Honorarium needs to be increased from ₱ 2,187.50 to ₱ 3,000.00.
Head of Instructional Materials Development	2,625.00	No item in the previous organizational structure. Scope of work is VSU system-wide.
Head of <ul style="list-style-type: none"> • University Disaster and Risk Reduction Management • Admission • Univ. Integrated Information Center, and • Grants Development 	2,187.50	No item in the previous organizational structure.
BOR Secretary (if Faculty and designated)	3,000.00	Scope of work is VSU system-wide.
B.) ISO-Related Positions		
Quality Management Representative	3,000.00	Only the QAC director was provided with honorarium. Scope of work is VSU system-wide.
Lead Auditor	3,000.00	No item in the previous organizational structure. Only the QAC director was provided with honorarium. Scope of work is VSU system-wide.
Feedback Management Officer	2,187.50	No item in the previous organizational structure. Only the QAC director was provided with honorarium. Scope of work is VSU system-wide.
C.) Component Campuses:		
Chancellor	3,200.00	No item in the previous organizational structure, previously they are the campus deans.
Director for <ul style="list-style-type: none"> • Academic Affairs • Instruction • Administration and Finance • Research and Extension 	2,625.00	No item in the previous organizational structure.

Certified true copy from the original:


GUIRALDO C. FERNANDEZ, JR.
BOR University Secretary

Position	Amount Proposed (PhP/mo)	Remarks
Head of <ul style="list-style-type: none"> • Disaster Risk Reduction Management • Planning and Infrastructure • General Services • Income Generation • Media and Information Systems and Technology • Quality Assurance • Student Services • Sports, Culture and Arts Affairs • Gender and Development • Procurement Office • Dormitory Manager (with operations) 	2,187.50	No item in the previous organizational structure.

WHEREAS, the University Administrative Council endorsed the proposal during its 152nd meeting on 9 December 2020 via teleconference for deliberation at BOR Administration and Academic Committee;

WHEREAS, the BOR Administration and Academic Committee endorsed the proposal to the VSU Board of Regents for **Approval**;

THEREFORE, BE IT RESOLVED AS IT IS HEREBY RESOLVED to approve the honorarium rates for faculty with designated administrative positions (new positions based on the VSU revised organizational structure).

IN WITNESS of our approval thereof, we hereby affix our signatures this 28th day of January 2021.

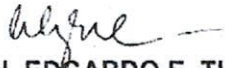
Certified true copy from the original:


GUIRALDO C. FERNANDEZ, JR.
 BOR University Secretary

VSU BOARD OF REGENTS



HON. J. PROSPERO E. DE VERA III
*CHED Chairperson and Chairperson
VSU-Board of Regents*



HON. EDGARDO E. TULIN
Vice Chairperson and President, VSU

HON. EMMANUEL JOEL J. VILLANUEVA
*Chair, Committee on Education, Arts & Culture
Senate of the Philippines*

HON. MARK O. GO
*Chair, Committee on Higher & Tech. Educ.
House of Representatives*

Represented by:

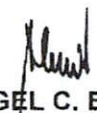


HON. MARK MICHAEL O. UNLU-CAY
Ex-Officio Member, SP City of Baybay

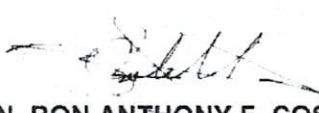
Absent
HON. CARL NICOLAS C. CARI
Congressman, Fifth District of Leyte



HON. BONIFACIO G. UY
*Regional Executive Director
National Economic & Dev. Authority-RO8
Government Center, Palo, Leyte*



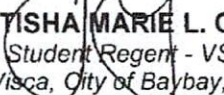
HON. ANGEL C. ENRIQUEZ
*Regional Executive Director
Department of Agriculture-RO8
Tacloban City*



HON. BON ANTHONY F. COSTILLAS
*Faculty Regent - VSU Faculty Association
VSU, Visca, City of Baybay, Leyte*



HON. DEOGRACIAS E. PERNITEZ
*President, VSU Federated Alumni Assn.
VSU, Visca, City of Baybay, Leyte*



HON. TISHA MARIE L. CORTEZ
*Interim Student Regent - VSU System
VSU, Visca, City of Baybay, Leyte*

Certified true copy from the original:

GUINALDO C. FERNANDEZ, JR.
BOR University Secretary



PROPOSED HONORARIUM RATES FOR FACULTY WITH DESIGNATED ADMINISTRATIVE POSITIONS (NEW POSITIONS BASED ON THE VSU REVISED ORGANIZATIONAL STRUCTURE)

This proposal is passed to request for BOR authority, thru the UADCO, on the grant of monthly honorarium to academic personnel with designated administrative positions. The BOR-approved revised organizational structure of VSU has provided for new positions which are necessary in its operations. However, the existing guidelines specifically BOR Resolutions No. 35 s. 2014 and No. 203 s. 2018 do not stipulate such items.

The following designated positions with the corresponding rates of honorarium are proposed to compensate for the efforts exerted by the faculty in the exercise of his/her functions:

Position	Amount Proposed (PhP/mo)	Remarks
A.) VSU-System		
Director for Instruction and Evaluation, Planning, Director for Innovation and other equivalent ranks	3,000.00	No item in the previous organizational structure. Scope of work is VSU system-wide.
Director for Quality Assurance	3,000.00	Scope of work is VSU system-wide, and covers not only instruction but all functions of the university. Honorarium needs to be increased from ₱ 2,187.50 to ₱ 3,000.00.
Head of Instructional Materials Development	2,625.00	No item in the previous organizational structure. Scope of work is VSU system-wide.
Head of Disaster Risk Reduction and Management other equivalent positions	2,187.50	No item in the previous organizational structure.
BOR Secretary (if Faculty and designated)	3,000.00	Scope of work is VSU system-wide
B.) ISO-Related Positions		
Quality Management Representative	3,000.00	Only the QAC director was provided with honorarium. Scope of work is VSU system-wide.
Lead Auditor	3,000.00	No item in the previous organizational structure. Only the QAC director was provided with honorarium. Scope of work is VSU system-wide.
Feedback Management Officer	2,187.50	No item in the previous organizational structure. Only the QAC director was provided with honorarium. Scope of work is VSU system-wide.
C.) Component Campuses:		
Chancellor	3,200.00	No item in the previous organizational structure, previously they are the campus deans

Director of Instruction, and equivalent positions	2,625.00	No item in the previous organizational structure.
Head of Disaster Risk Reduction Management, Head of Administrative offices and other equivalent positions	2,187.50	No item in the previous organizational structure.

Note: If the faculty is designated to more than one position, he/she will be entitled to the honorarium of the higher position only

BOR Resolution No. 203 s. 2018 provides for the following honorarium rates:

Position	Rate/mo
Vice- President	3,500.00
College Dean	2,625.00
Institute Director and Department Head	2,187.50
** Head of Instruction, Innovation and Research and Ext (component campuses) and other equivalent rank	2,187.50

** per confirmation with External Campus

Attachment of Monthly Accomplishment Report duly certified by the Immediate Supervisor is required in processing of the honorarium. Said accomplishment should be verifiable and validated by his head and to be submitted to the Head of the Payroll and Leave Benefits Office.

It is also proposed that the effectivity date is July, 2020 as this is the date of implementation of the VSU Revised Organizational Structure. The funding requirement is to be charged to Personal Services of Regular Agency Fund and any deficiency to the Internally Generated Income (Fund 164) of the respective campus.

Legal Basis:


- a) COA Circular 2012-001 dated June 14, 2012

Section 5.7


General Guidelines: Government personnel performing activities or discharging duties in addition to, or over and above their functions may be granted honoraria.

- b) BOR Res. 35 s. 2014 and BOR Res. 203 s. 2018

Prepared by:


LOUELLA CHAN-AMPAC
 Financial Management Director

Recommending approval:


REMBERTO A. PATINDOL
 VP, Administration and Finance

ANNEX A.1

**VISAYAS STATE UNIVERSITY
SUMMARY OF HONORARIUM PROPOSED BUDGET
FOR THE PERIOD JULY TO DEC. 2020**

<u>Campus</u>	<u>Amount</u>	<u>Annex</u>
Main	1,005,375.00	A.2
Alangalang	197,700.00	B.1
Isabel	189,825.00	B.2
Tolosa	218,676.00	B.3
Villaba	187,200.00	B.4
TOTAL	1,798,776.00	

Prepared by:

LOUELLA CHAN-AMPAC
LOUELLA CHAN-AMPAC
Finance

Reviewed by:

REMBERTO A. PATINDOL
REMBERTO A. PATINDOL
VP, Administration and Finance

VISAYAS STATE UNIVERSITY
Computation of Honorarium Budget
 For the period July-Dec. 2020

Campus: MAIN

Position	No. of positions	Monthly Rate	Amount
Vice Presidents	5	3,500.00	17,500.00
BOR Secretary	1	3,000.00	3,000.00
Dir. (Instruction. Quality Assurance, Planning & Innovation	4	3,000.00	12,000.00
College Deans	9	2,625.00	23,625.00
Head Instructional Materials Dev.	1	2,625.00	2,625.00
Director, Research Center	4	2,187.50	8,750.00
Department Heads	34	2,187.50	74,375.00
ISO related positions			
QMR and Lead Auditor	2	3,000.00	6,000.00
Customer feedback Officer	1	2,187.50	2,187.50
Other Adm. Positions			
Disaster Risk, IGP Dir. , CAC, Admission Off. and other equivalent pos.	8	2,187.50	17,500.00
			<u>167,562.50</u>
six (6) months Jul-Dec.			6
Total budget needs for six months			<u><u>1,005,375.00</u></u>

Prepared by:

Louella Chan-Ampac
LOUELLA CHAN-AMPAC
 Finance

Reviewed by:

Remberto A. Patindol
REMBERTO A. PATINDOL
 VP, Administration and Finance

VISAYAS STATE UNIVERSITY
Computation of Honorarium Budget
 For the period July-Dec. 2020

Campus: Alang alang

Position	No. of positions	Monthly Rate	Amount
Chancellor	1	3,200.00	3,200.00
College Deans	1	2,625.00	2,625.00
Director	2	2,625.00	5,250.00
1. Instruction			
2. Research Development & Extension			
Department Heads	3	2,187.50	6,562.50
1. Head Environmental Science Department			
2. Head Teacher Education Department			
3. Head Arts & Sciences Department			
Other Adm. Positions	7	2,187.50	<u>15,312.50</u>
1. Head, MIS Office			
2. Head, Planning & Infra. Mgt Office			
3. Head, IGP			
4. Head, General Services Office			
5. Head, DRRMC Office			
6. Head, Gender And Development Office			
7. Head, Procurement Services Office			32,950.00
Total honoraria/month			6
six (6) months Jul-Dec. 2020			<u>197,700.00</u>
Total budget needs for six months			

Prepared by:

**ELDA V. DE LOS REYES**

ADMINISTRATIVE Officer II

Reviewed by:

**JUDITH B. JOMADIO**

Chancellor

VISAYAS STATE UNIVERSITY
Computation of Honorarium Budget
For the period July-Dec. 2020

ANNEX B.2

Campus: Isabel

Position	No. of positions	Monthly Rate	Amount
Chancellor	1	3,200.00	3,200.00
College Deans	2	2,625.00	5,250.00
Director of Instruction	1	2,625.00	2,625.00
Director of Admin & Finance	1	2,625.00	2,625.00
Director of Research & Extension	1	2,625.00	2,625.00
Department Heads	4	2,187.50	8,750.00
Other Adm. Positions			
Head, Office of the Income Generation Project, Head, Office of the General Services, Head, Office of the Planning and Infrastructure Management	3	2,187.50	6,562.50
			31,637.50
six (6) months Jul-Dec.			6
Total budget needs for six months			<u>189,825.00</u>

Prepared by:


EMELY A. GALLER

Designated Budget Officer Admin. Aide III

Certified Correct:


DANILITA C. ELI

Head, Finance Office/Accountant I

Reviewed by:


LUZVIMINDA A. TAJOS
Chancellor

VISAYAS STATE UNIVERSITY
Computation of Honorarium Budget
 For the period July-Dec. 2020

Campus: Tolosa

Position	No. of positions	Monthly Rate	Amount
Chancellor	1	3,200.00	3,200.00
College Deans	3	2,625.00	7,875.00
Director for Academic Affairs; Director for Research, Extension, Innovation & Commercialization & Director for Administration & Finance	3	2,625.00	7,875.00
Department Head (Dept of Arts & Sciences)	1	2,187.00	2,187.00
Other Adm. Positions	7	2,187.00	15,309.00
Head of the Disaster Risk Reduction Management			
Head, Media & Information Systems and Technology			
Head, Quality Assurance Center			
Head, Student Services			
Dormitory Manager			
Head, Sports, Culture & Arts Affairs			
Head, Office of the Procurement			
			36,446.00
six (6) months Jul-Dec.			6
Total budget needs for six months			218,676.00

Prepared by:

ELVIRA L. SABULAO

AO IV/ Des. Budget Officer

Reviewed by:

QUENSTEIN D. LAUZON

OIC Chancellor

VISAYAS STATE UNIVERSITY
Computation of Honorarium Budget
For the period July-Dec. 2020

Campus: Villaba Campus

Position	No. of positions	Monthly Rate	Amount
Chancellor	1	3,200.00	3,200.00
Director of Academic Affairs	1	2,625.00	2,625.00
Director of Research, Extension, Innovation & commercialization	1	2,625.00	2,625.00
College Dean	2	2,625.00	5,250.00
Department Head	4	2,187.50	8,750.00
Office Head	2	2,187.50	4,375.00
*Other Position			
Head Infrastructure	1	2,187.50	2,187.50
Head Disaster Risk Reduction	1	2,187.50	2,187.50
			31,200.00
six (6) months Jul-Dec.			6
Total budget needs for six months			187,200.00

Prepared by:
TERESITA P. JUANERO

Director of Admin./Finance

Reviewed by:

MERLITA D. VELOSO
Chancellor

MEMORANDUM NO. 180
Series of 2025

TO: All Vice Presidents
Ms. Louella Chan-Ampac
Ms. Alicia M. Flores
Ms. Honey Sofia V. Colis
Ms. Corazon A. Padilla

RE: Revisiting and Submission of Proposal on the Honorarium Rates for Faculty with Designated Administrative Positions Based on the New VSU Revised Organizational Structure

FROM: DR. PROSE IVY G. YEPES
University President

DATE: January 20, 2025

In line with the need to establish clear and legally compliant processes for the granting of honoraria under the newly approved organizational structure of VSU, you are hereby designated as part of the Technical Working Group (TWG) tasked with **developing and submitting a proposal on the honorarium rates for faculty with designated administrative positions based on the new VSU Revised Organizational Structure**. Attached herewith is BOR Resolution No. 166, s. 2020, for your reference.

TWG Composition:

Chairperson: Dr. Moises Neil V. Serioño
Members: Dr. Rotacio S. Gravoso
Dr. Aleli A. Villocino
Dr. Glenn G. Pajares
Dr. Santiago T. Peña, Jr.
Ms. Louella Chan-Ampac
Ms. Alicia M. Flores
Ms. Honey Sofia V. Colis
Ms. Corazon A. Padilla

Responsibilities:

1. Draft a proposal for honorarium rates based on legal bases and existing policies, ensuring alignment with the New VSU Revised Organizational Structure.
2. Ensure compliance with existing guidelines, including COA regulations, National Budget Circular No. 404, and BOR resolutions.
3. Coordinate with the Budget Office to review fund availability and implementation strategies for honorarium allocation.
4. Submit recommendations to the University Administrative Council (UADCO) through the University President for approval **before the scheduled UADCO meeting on Jan. 24, 2025** for endorsement on the Special Board Meeting on **Jan. 28, 2025**.

For your compliance and usual support.

OFFICE OF THE PRESIDENT

2/F Administration Building, Visayas State University
PQWW+RJM, Baybay City, Leyte, Philippines 6521
Email: op@vsu.edu.ph | Website: www.vsu.edu.ph
Phone: +63 53 565 0600 Local 1000

**PROPOSED HONORARIUM RATES FOR FACULTY MEMBERS WITH DESIGNATED ADMINISTRATIVE POSITIONS (NEW POSITIONS
BASED ON THE VSU REVISED ORGANIZATIONAL STRUCTURE)**

(updated March 12, 2025 to incorporate UADCO comments last March 10, 2025)

Administrative Designation		Number of Persons	Old Rate	Total	Proposed New Rate	Total
OP	Vice Presidents	5	3,500.00	17,500.00		-
	Chancellor	4	3,200.00	12,800.00		-
	Chief, Presidential Management Staff	1	2,625.00	2,625.00	3,000.00	3,000.00
	Director A	6	2,625.00	15,750.00	3,000.00	18,000.00
	Director B	4	2,187.50	8,750.00	2,500.00	10,000.00
	Head Office B	6		-	1,200.00	7,200.00
OVPA	Dean	16	2,625.00	42,000.00		-
	Director A	1	2,625.00	2,625.00	3,000.00	3,000.00
	Director B	2	2,187.50	4,375.00	2,500.00	5,000.00
	Director C	16			1,200.00	19,200.00
	Head Department	57	2,187.50	124,687.50	2,500.00	142,500.00
	Head Office B	5		-	1,200.00	6,000.00
OVPSAS	Admission Officer	1	2,187.50	2,187.50	2,500.00	2,500.00
	Director C	4		-	1,200.00	4,800.00
OVPAF	Director A	1		-		-
	Head A Office	1		-	2,500.00	2,500.00
	Head Office B	4		-	1,200.00	4,800.00
OVPPD	Director B	1	2,187.50	2,187.50		-
	Director C	4		-	1,200.00	4,800.00
	Head Office B	11		-	1,200.00	13,200.00
OVPREI	Director A	1		-	3,000.00	3,000.00
	Director B	3	2,187.50	6,562.50	2,500.00	7,500.00
	Director C	8			1,200.00	9,600.00
	Head B Office	9		-	1,200.00	10,800.00
Total monthly requirements				242,050.00		277,400.00
12 months			x	12	x	12
Total yearly requirements				2,904,600.00		3,328,800.00

Note:

As per meeting of the committee last Feb. 7 and 12, 2025

ANNEX D

LIST OF HEADS TO BE ENTITLED FOR HONORARIUM (to include UADCO comments)

VP/OP	DIRECTOR A (3,000.00)	DIRECTOR B (2,500.00)	DIRECTOR C (1,200)	HEAD Dept (Main Campus) (2,500.00)	HEAD Dept (Component Campus) (2,500.00)	Head A Office (2,500.00)	HEAD B Office (1,200.00)
OP	Chief, Presidential Management Staff Director, Human Resource Management and Development Director, Univ. Information and Communications Technology Services Director, Quality Assurance Director, Gender and Development ** Lead Auditor **Feedback Management Officer	Director, Disaster Resilience and Management Director, Legal Affairs and Services Director, Integrated Media and Public Affairs Director, International Affairs and Relations					Head, Internal Audit Service Head, Data Privacy and FOI Services Head, RSPPRO Head, PMRR Head, L&D Head, HRD
OVPAA	Director, Instruction & Evaluation	Director, Distance Education Director, Tech-Voc Education & Training	Director, Academic Affairs (VSUV) Director, Student Affairs and Services (VSUV) Director, Administration and Finance (VSUV) Director, Research, Extension & Innovation (VSUV) Director, Academic Affairs (VSUI) Director, Student Affairs and Services (VSUI) Director, Administration and Finance (VSUI) Director, Research, Extension & Innovation (VSUI) Director, Academic Affairs (VSUT) Director, Student Affairs and Services (VSUT) Director, Administration and Finance (VSUT) Director, Research, Extension & Innovation (VSUT) Director, Academic Affairs (VSUA) Director, Student Affairs and Services (VSUA) Director, Administration and Finance (VSUA) Director, Research, Extension & Innovation (VSUA)	Head, Dept. of Agronomy Head, Dept. of Horticulture Head, Dept. of Plant Breeding & Genetics Head, Dept. of Food Science & Technology Head, Dept. of Agricultural Education & Extension Head, Dept. of Soil Science Head, Dept. of Animal Science Head, Dept. of Pest Management Head, Dept. of Development Communication Head, Dept. of Mechanical Engineering Head, Dept. of Civil Engineering Head, Dept. of Geodetic Engineering Head, Dept. of Agricultural & Biosystems Engineering Head, Dept. VSU Semen Laboratory Head, Dept. of Veterinary Basic Sciences Head, Dept. of Veterinary Paraclinical Sciences Head, Dept. of Veterinary Clinical Sciences Head, Dept. of Forest Science Head, Dept. of Computer Science & Technology Head, Dept. of Early Childhood & Elementary Education Head, Institute of Human Kinetics Head, Dept. of Secondary Education Principal, Laboratory High School Head, Dept. of Philosophy and Social Sciences Head, Dept. of Arts, Literature and Languages Head, Dept. of Statistics Head, Dept. of Physics Head, Dept. of Mathematics Head, Dept. of Biotechnology Head, Dept. of Biological Sciences Head, Dept. of Pure & Applied Chemistry Head, Dept. of Meteorology Head, Dept. of Business & Management Head, Dept. of Hospitality Management Head, Dept. of Entrepreneurship and Innovation. * Head, Dept. of Economics Head, Dept. of Tourism Management	Heads, Dept. of Agriculture (VSUA AND VSUV) Head, Dept. of Animal Science (VSUV) Head, Dept. of Agricultural Science (VSUA) Head, Dept. of Crop Science (VSUV) Head, Dept. of Mech. Engineering (VSUI) Head, Dept. of Civil Engineering (VSUI) Head, Dept. of Industrial Engineering (VSUI) Head, Dept. of Environmental Science (VSUA) Head, Dept. of Information Technology (VSUI) Head, Dept. of Information Technology (VSUA) Head, Dept. of Arts, and Sciences (VSUI) Head, Dept. of Arts, and Sciences (VSUA) Head, Dept. of Social Science & Humanities (VSUT) Head, Dept. of Natural and Mathematical Sciences (VSUT) Head, Dept. of Business & Management (VSUI) Head, Dept. of Teacher Education (VSUV) Head, Dept. of Teacher Education (VSUI) Head, Dept. of Physical Education (VSUI) Head, Dept. of Teacher Education (VSUT) Head, Dept. of Teacher Education (VSUA)		Manager, DYDC Head, Instructional Materials Devt. Head, Publishing House Head, EcoFarmi Head, VISERDAC
OVPAS			Director, Guidance & Counseling Director, Sports Development Director, National Service Training Program Director, Culture and Arts			Admission Officer	
OVPAF						Chief, Security & Safety Services	Head, Ground Maintenance & Landscaping Head, Budgeting Head, Accounting Head, Cashiering
			Director, Center for Continuing Education Director, Alumni and Community Relations Director, Planning Director, Project Development & Management				Head, Foresight & Sustainable Futures Head, Public Private Partnership Head, VSU Manila Office Head, VSU Cebu Office

ANNEX D

LIST OF HEADS TO BE ENTITLED FOR HONORARIUM (to include UADCO comments)							
VP/OP	DIRECTOR A (3,000.00)	DIRECTOR B (2,500.00)	DIRECTOR C (1,200)	HEAD Dept (Main Campus) (2,500.00)	HEAD Dept (Component Campus) (2,500.00)	Head A Office (2,500.00)	HEAD B Office (1,200.00)
OVPDP							Head, CPD Head, URS Head, Institutional Planning Head, Infrastructure Head, Contract Management and Monitoring Head, Research & Data Analysis Head, LUDIP
OVPREI	Director, Innovation	PhilRootcrops NARC NCRC	ARIC RERC RCCRD EV-Biotech Biodiversity Research Center Geospatial & GIS Research & Services Center Livestock and Poultry R & D Center Center for Socio-Cultural Research & Heritage Studies				Head, ITSO Head, KPCO In-charge, CASL Head, VICARP Secretariat Head, Research Ethics Board Head, Knowledge Management Head, RDE Network Secretariat Head, Monitoring & Evaluation Head, Scientific Publications
	27,000.00	22,500.00	38,400.00	* receive 1,200 honorarium; will receive 2, 187 when the BS Entire program is offered		50,000.00	5,000.00
							42,000.00
Note: Honorarium is to be given only if designated employee is a faculty performing administrative duties.						total monthly requirement	277,400.00
** Position not in organizational structure						yearly requirement	3,328,800.00



VISAYAS
STATE UNIVERSITY

BUDGETING

TO WHOM IT MAY CONCERN:


This is to certify that funds in the amount of **THREE MILLION THREE HUNDRED TWENTY EIGHT THOUSAND EIGHT HUNDRED PESOS ONLY (P3,328,800.00)** are allotted and available for proposed honorarium rates for faculty members with administrative positions (New positions based on the VSU Revised Organizational Structure) charge against **Regular Agency Fund (RAF)** of the University.

This certification is issued on the 21ST day of March 2025 for whatever legal purpose it may serve.

Prepared by:

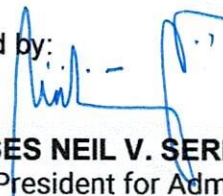

ALICIA M. FLORES
Head, Budget 3/21/25

Certified correct:


NICK FREDDY BELLO
Accountant III 3/21/25


LOUELLA C. AMPAC 3/21/25
Financial Management Director

Noted by:


MOISES NEIL V. SERIO 3/21/25
Vice-President for Administration and Finance



BUDGETING
Visayas State University, 1/F Admin Bldg
Baybay City, Leyte
Email: Alicia.flores@vsu.edu.ph
Website: www.vsu.edu.ph
Phone: +63 53 565 0600 Local 1009



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