



**Leyte State University**  
Visca, Baybay, Leyte 6521 A  
Philippines

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

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Republic of the Philippines  
**LEYTE STATE UNIVERSITY**  
Visca, Baybay, Leyte

**BOR RESOLUTION NO. 42 s. 2007**

**A RESOLUTION APPROVING THE PROPOSAL TO IMPOSE A P100.00 FINE ON  
EMPLOYEES WHO FAIL TO SUBMIT THEIR CERTIFICATE OF SERVICE  
RENDERED (CSR) OR DAILY TIME RECORD (DTR) ON TIME**

**WHEREAS**, the accuracy of records is of paramount importance for the continued smooth operations of the University;

**WHEREAS**, the University's Accounting and Cash Divisions require regular submissions of the CSRs of faculty members and the DTRs of administrative employees to be able to come up with a correct cash position of the University which the Department of Budget and Management (DBM) requires submission every month;

**WHEREAS**, the University has issued OP Memo Circular No. 32, s. 2002 imposing a fine of P10.00 for those employees who do not submit their CSRs and DTRs on time;

**WHEREAS**, the University feels that it is high time to impose a stiffer penalty on account of the still substantial number of University employees who do not care to submit these important documents within the prescribed time period as mandated by the Civil Service Commission;

**WHEREAS**, the University Administrative Council during its 62<sup>nd</sup> Meeting held last 27 March 2007 has strongly recommended the approval of the proposal to increase the fine from P10.00 to P100.00 on University employees who fail to submit their DTRs and CSRs within the prescribed time period, effective upon BOR approval.

**THEREFORE, BE IT RESOLVED AS IT IS HEREBY RESOLVED** to approve the proposal to increase the fine from P10.00 to P100.00 on University employees who fail to submit their DTRs and CSRs within the prescribed time period, effective upon BOR approval.

**IN WITNESS** of our approval thereof, we hereby affix our signatures this 1<sup>st</sup> day of May 2007 at OP Conference Room, Leyte State University, Visca, Baybay, Leyte.

**LSU BOARD OF REGENTS**



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*CHED Commissioner and Chairman*  
*LSU-Board of Regents*



**HON. PACIENCIA P. MILAN**  
*Vice Chairman and President, LSU*

**HON. JUAN FLAVIER**

*Chair, Committee on Education, Arts & Culture*  
*Senate of the Philippines*

**HON. CYNTHIA A. VILLAR**

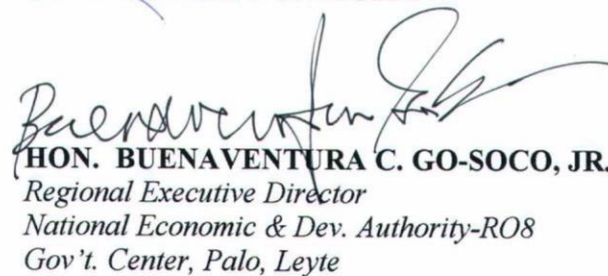
*Chair, Committee on Higher & Tech. Educ.*  
*House of Representatives*

*Represented by:*

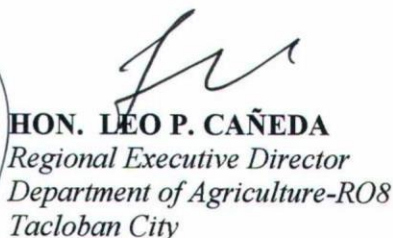


**HON. RODOLFO T. LLOREN**

**HON. CARMEN L. CARI**



**HON. BUENAVENTURA C. GO-SOCO, JR.**  
*Regional Executive Director*  
*National Economic & Dev. Authority-RO8*  
*Gov't. Center, Palo, Leyte*



**HON. LEO P. CAÑEDA**  
*Regional Executive Director*  
*Department of Agriculture-RO8*  
*Tacloban City*



**HON. FLORENTINO F. MORALES, JR.**  
*Student Regent – LSU System*  
*Leyte State University, Visca, Baybay, Leyte*



**HON. BERNARDO H. TOCMO**  
*President, LSU Federated Alumni Assn.*  
*Leyte State University, Visca, Baybay, Leyte*

*Private Sector Representatives:*



**HON. VICENTE A. QUITON**  
*Tacloban City*



**HON. RUFINO L. BRODETH**  
*Maasin City*