



**115<sup>TH</sup> BOARD OF REGENTS MEETING**

**BOR RESOLUTION NO. 17**

Series of 2024

**APPROVING THE PROPOSAL TO PURCHASE OF 5 UNITS 125CC MOTORCYCLES FOR THE GENERAL SERVICES OFFICE WITH AN ESTIMATED BUDGET OF FOUR HUNDRED THOUSAND PESOS (P400,000.00)**

**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 which was later renamed Visayas State University (VSU) by virtue of R.A. 9437;

**WHEREAS**, Section 7 of R.A. 9158 specifically empowers the Board of Regents of the University to "*exercise all the powers granted to the Directors of a corporation under Section 36 of Batas Pambansa Blg. 68 otherwise known as the Corporate Code of the Philippines*";

**WHEREAS**, VSU is a CHED Center for Excellence (COE) in Agriculture and a National University in Region VIII, it is mandated to provide leadership in developing highly competitive human resource, relevant scientific knowledge, and innovative technologies to support the sustainable development of the Visayas Region in particular and the whole of the Philippines in general;

**WHEREAS**, the essence of the proposal was to request for BOR to purchase of five units of motorcycles to be assigned at the General Services Office with a total estimated price for the purchase of the motorcycles was Four Hundred Eighty Thousand Pesos (P400,000.00) charged to the Special Trust Fund of the University;

**WHEREAS**, the university's utility and messenger staff had been using their own motorcycles in the delivery of their duties and responsibilities because the university has no motorcycles of its own;

**WHEREAS**, the university could not allocate gasoline for private motorcycles prompting the utility and messenger workers to spend their own money for the gasoline;

**WHEREAS**, all procurement activities shall be subject to the rules and regulations stipulated in the Government Procurement Reform Act or Republic Act 9184;

**WHEREAS**, the proposal was presented to the University Administrative Council on May 23, 2024 and obtained favorable action;

**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 proposal to purchase of 5 units 125cc motorcycles for the General Services Office with an estimated budget of Four Hundred Thousand Pesos (P400,000.00).

**IN WITNESS** of our approval thereof, we hereby affix our signatures this 7<sup>th</sup> day of June 2024 at VSU, Baybay City, Philippines.

**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

**HON. ALLAN PETER S. CAYETANO**

Chairperson, Senate Committee on Higher,  
Technical and Vocational Education  
Member, VSU BOR  
Represented by:

*abstain*

**HON. BERNADETTE REMALLA-MAYBITUIN**

**HON. MARK O. GO**

Chair, Committee on Higher & Technical Education  
House of Representatives  
Member, VSU BOR  
Represented by:

  
**HON. MARK MICHAEL O. UNLU-CAY**

  
**HON. MEYLENE C. ROSALES**

Regional Director, National Economic and  
Development Authority Regional Office VIII  
Member, VSU BOR

*absent*  
**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. SHAINA MAE F. LACABA**

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

## GENERAL SERVICES OFFICE

2 February 2024

**DR. DANIEL LESLIE S. TAN**

OIC President

Visayas State University

Baybay City, Leyte

Thru: **DR. GUINALDO C. FERNANDEZ**  
University Secretary

Dear Dr. Tan,

Good day!

The General Services Office is beyond grateful for having six (6) units of motorcycles for messengerial services. The university main campus has a total land area of 1,099.4 hectares and approximately 83 utility/messenger staff. However, over the past few months, we have experienced a significant increase in the number of document's deliveries we handle daily.

Our commitment to providing timely and reliable messengerial services is crucial to maintaining customer satisfaction. However, the current motorcycles are not enough to meet our objectives.

To ensure timely and efficient messengerial services, I would like to request BOR approval to purchase an additional five (5) motorcycles to be assigned at the General Services Office. The total estimated price of the motorcycles is Four Hundred Thousand Pesos (P400,000.00) charged to the Special Trust Fund of the University. These motorcycles should be equipped with the necessary safety features and be maintained regularly to ensure optimal performance.

The approval of this proposal would increase the productivity and economy of our utility/messenger staff.

Attached is the Project Procurement Management Plan for the purchase of additional motorcycles.

Thank you for considering my request. I am hoping for favorable action on this matter.

Very truly yours,

  
**RYSAN C. GUINOCOR**  
OIC Head, GSO

Recommending Approval:

  
**GUINALDO C. FERNANDEZ**  
University Secretary

Approved:

  
**DANIEL LESLIE S. TAN**  
OIC President *02/27/24*

**GENERAL SERVICES OFFICE**

Visayas State University, Baybay City, Leyte  
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**FM-VSU-03**  
V2 05-09-2023  
No. 24-10



**CERTIFICATION**

TO WHOM IT MAY CONCERN:

This is to certify that funds amounting to **FOUR HUNDRED THOUSAND PESOS ONLY (P400,000.00)** are allotted and available for the Purchase of additional motorcycle under the operating budget approved by the board (see attachments). The amount needed will be charged against Internally Generated Fund (STF-CO).

This certification is issued on the 27<sup>TH</sup> day of February 2024 for whatever legal purpose it may serve.

Certified correct:

  
**ALICIA M. FLORES**  
Head, Budget

  
**NICK FREDDY R. BELLO**  
Accountant II

Noted by:

  
**LOUELLA C. AMPAC**  
Financial Management Director

**BUDGET OFFICE**

Visayas State University, 1/F Admin. Building  
Baybay City, Leyte  
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**FM-VSU-04**  
V2 05-09-2023  
No. 24-09

- ☒ Original PPMP
- ☐ Revised (Changed items, same budget)
- ☐ Supplemental



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

SCAN HERE



PPMP-2024-0118-171164

## PROJECT PROCUREMENT MANAGEMENT PLAN (PPMP)

CY 2024

Unit/Office/Dept/Div: General Services Office

Project Code: Motorcycle for GSO

Purpose: for Messengerial and other office use

Total Budget : 441,000.00

Funding : STF

PPMP #: 218-1:2220-2024-0-0-0

General Description	Quantity	Unit	Unit Cost	Estimated Budget	Schedule/Milestone of Activities (in quantities)											
					Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
<b>VEHICLES</b>																
Motorcycle, 125cc	5	unit	80,000.00	400,000.00		5										
<b>Sub-Total</b>				<b>400,000.00</b>												
<b>Grand Total</b>				<b>400,000.00</b>												

Prepared by: Anacel B. Veruen  
**ANACEL B. VERUEN**

Noted by: Rysan C. Guinocor  
**RYSAN C. GUINOCOR**  
 Unit Head/Project Leader

Noted By: Alicia M. Flores  
**ALICIA M. FLORES**  
 Head, Budget Office

Date: 01/18/2024

<> \*Funding Sources: General Fund(GF), Trust Fund(TF), Special Trust Fund(STF), IGP, Supplemental or Augmentation

Note: Please make a separate PPMP for each funding source.

Categorize the entries such as Office Supplies, Office Appliance & Equipment, Office Furniture, Laboratory Supplies, IT Equipment, Construction & Electrical Supplies, Farm & Agricultural Supplies, Feeds & Feed Ingredients, Medical & Dental Supplies, Auto Supplies

**CERTIFIED PHOTOCOPY**  
 FROM THE ORIGINAL  
Rysan C. Guinocor  
 ATTY. RYSAN C. GUINOCOR  
 VSU OIC-CHIEF LEGAL OFFICER  
 DATE: 23 FEB 2024