



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

BOR RESOLUTION NO. 13, s. 2023

A RESOLUTION APPROVING THE PROPOSED CHANGES IN THE DOCUMENT AND TRANSACTION FEES OF THE OFFICE OF THE UNIVERSITY REGISTRAR

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, Paragraph (b), Section 7 of R.A. 9158 provides: “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, 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 current rates of document and transaction fees at the Office of the Registrar were proposed almost three decades ago;

WHEREAS, With the rising costs of materials, technology and manpower, it was already high time to make adjustments in the rates for these documents and services;

WHEREAS, considering the significant increase in the number of students and graduates requesting for documents, there arose a need to adjust the costing for some services in order to make the transaction and release of requested documents fast and easy, hence the details of the proposal as follows:

CURRENT RATES		PROPOSED RATES	REMARKS/JUSTIFICATION
Undergraduate Official Transcript of Records (TOR)	P52.50/page	P430.00/set regardless of number of pages (includes service fee and documentary stamp)	Having a per-page rate has significantly caused unnecessary delay in the release of the requested document. After receipt of online request, the OUR staff retrieves the original document, counts the number of pages and emails the requesting person about the amount to be paid. It is only after payment is received that processing of the document is done. Since there are so many TOR requests in a day, it usually takes a day or two before the requesting person knows how much to pay.
Graduate TOR	P52.50/page	P350.00/set regardless of number of pages (includes service fee and documentary stamp)	

			<p>The proposed per-set rate is convenient because the requesting person can already send the payment at the time the request is filed.</p> <p>The above rates are based on the average number of pages of the TOR (5-6 pages for undergraduate and 2-3 pages for graduate), plus service fee and documentary stamp.</p>
Certification, Authentication, and Verification of TOR	P40.00/set excluding documentary stamp	P150.00/set (includes documentary stamp)	<p>There are currently different rates for certification, authentication and verification of TOR alone, diploma alone or both. For the TOR, the rate is per page, and for the other two transactions, it is per set.</p> <p>It will be more facilitative if only one rate, which is per set for all three transactions is used.</p>
Certification, Authentication, and Verification of Diploma	P100.00/set excluding documentary stamp		
Certification, Authentication, and Verification of Both	P140.00/set excluding documentary stamp		
Transfer Credentials	P50.00/set Can only be issued once	P200.00/set Can only be issued once	<p>The increase is needed to cover the rising costs of materials.</p> <p>Each set consists of an average of 2-4 pages.</p>
All other Certifications	P25.00/page excluding documentary stamp	P60.00/set regardless of number of pages (includes documentary stamp)	<p>Per set rate is more facilitative and fast</p> <p>Each set consists on the average of 1-2 pages.</p>
Authentication or Certified True Copy of Grades, etc.	P7.50/page including photocopy of document	P50.00/set	<p>There are currently different per-page rates for authentication or issuance of true copy of grades, TOR and diploma.</p> <p>It will be more facilitative if only one rate, which is per set for all three transactions is used.</p> <p>Current rate per set rate is more facilitative and fast.</p> <p>The above rates are based on the average of 1-2 pages per set.</p>
Authentication or Certified True Copy of TOR and Diploma	P27.50/page including photocopy of document		
Grade Completion Form	P25.00/subject for both graduate and undergraduate subjects	Undergraduate: P100.00 Graduate: P200.00	<p>The P25/subject rate started in the 1980s, thus it's already high time to increase it. This increase may help push students to try their best not to incur an INC mark, addressing our currently increasing number of irregular students.</p>

WHEREAS, for rush requests that could be issued within 24 hours, an **expedite fee of 200.00** will be charged per transaction while if filed in the afternoon of Friday or the day before a holiday, release shall be done immediately within the next working day;

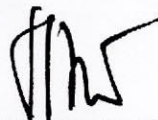
WHEREAS, the proposal was discussed and endorsed by the University Administrative Council during its March 23, 2023 meeting to the VSU BOR Finance Committee

WHEREAS, the VSU BOR Finance Committee discussed the proposal and endorsed the same to the Full Board for approval during a hybrid committee meeting on 11 April 2023.

Resolved as it is thereby resolved to APPROVE the Proposed Changes in the Document and Transaction Fees of the Office of the University Registrar.

IN WITNESS of our approval thereof, we hereby affix our signatures this 2nd day of June 2023.

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. FRANCIS JOSEPH G. ESCUDERO
*Chair, Committee on Higher, Tech. & Voc. Educ.
Senate of the Philippines*

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

Represented by:



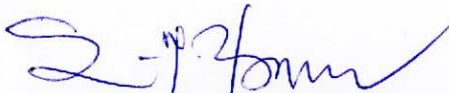
HON. MEYLENE C. ROSALES
*Regional Director
National Economic & Dev. Authority-RO8
Government Center, Palo, Leyte*



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




HON. ANDREW RODOLFO T. ORAIS
*Regional Executive Director
Department of Agriculture-RO8
Tacloban City*



HON. ERNESTOF F. BULAYOG
*Faculty Regent - VSU System Faculty Union
VSU, Visca, City of Baybay, Leyte*



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



HON. PRINCESS REY ANN LENE E. ROMO
*Student Regent - VSU Student Council Federation
VSU, Visca, City of Baybay, Leyte*



HON. RUPERTO O. APPARRI, III
*Private Sector Representative
Tacloban City*



HON. ALAIN CHARLES VELOSO
*Private Sector Representative
Villaba, Leyte*



EXCERPT FROM THE APPROVED MINUTES OF THE
110th VSU Board of Regents Meeting
~~Virtual Meeting~~ via Zoom
2 JUNE 2023



**PROPOSED CHANGES IN THE DOCUMENT
AND TRANSACTION FEES OF THE OFFICE
OF THE UNIVERSITY REGISTRAR**

The Board passed

BOR Resolution No. 13, s. 2023

A Resolution Approving the Proposal to Increase the Document and Transaction Fees of the Office of the University Registrar, as modified, effective in the 1st Semester, AY 2023-2024.

TRANSACTION	APPROVED RATE
Undergraduate Official TOR	P430.00/set - regardless of number of pages (includes service fee and documentary stamp)
Graduate TOR	P350.00/set - regardless of number of pages (includes service fee and documentary stamp)
Certification, Authentication, and Verification of TOR/Diploma	P150.00/set (includes documentary stamp)
Transfer Credentials	P200.00/set - Can only be issued once
All other Certifications	P60.00/set - regardless of number of pages (includes documentary stamp)
Authentication or Certified True Copy of Grades, TOR and Diploma	P50.00/set
Grade Completion Form	Undergraduate: P 100.00 Graduate: P 200.00

Note: Rush requests that could be issued within 24 hours, an **expedite fee of P 200.00** will be charged per transaction. If filed in the afternoon of Friday or the day before a holiday, release shall be done immediately within the next working day.

BOARD ACTION : **APPROVED**
Date : 02 June 2023



Certified True and Correct:

GUIRALDO C. FERNANDEZ, JR.
Board & University Secretary

Cc: University Registrar
OVPSAS
USSO
Finance Office
Budget Office
Accounting Office
Cash Division