



Office of the Secretary of the University  
and of the Board of Regents

LEYTE STATE UNIVERSITY  
6521-A Visca, Baybay, Leyte, Philippines

EXCERPT FROM THE APPROVED MINUTES OF THE  
**21<sup>st</sup> LSU Board of Regents Meeting**  
07 September 2005 \* LNU, Tacloban City

Revision of the Penalty Clause for the Late  
Submission of Report of Final Grades per  
BOR Resolution No. 12, s. 2004

**BOR RESOLUTION NO. 71, s. 2005**

Approving the proposed revision on the Penalty Clause  
for Late Submission of Report of Final Grades indicated in  
BOR Resolution No. 13, s. 2004, as corrected.

---

*Corrected Implementing Rules and Guidelines:*

1. Deans, College Secretaries and Department Heads shall see to it that all Final Grade sheets are submitted by their respective Faculty members within the prescribed period;
2. Faculty members, who fail to submit their Final Grading sheets within the one (1) week deadline, shall be immediately notified in writing including an explanation for the delay;
3. Faculty members who still fail to submit their Final Grade sheets after the mandatory two (2) week deadline, shall be reported to appropriate University authorities;
4. The Deans on recommendation of the Department Heads may recommend to the University President the immediate imposition of appropriate penalties on those Faculty members who cannot present a justifiable explanation for the delay;
5. The following steps shall be strictly followed in the imposition of penalties;
  - a. After the lapse of one (1) week from deadline of submission of Final Grades of that subject, the University Registrar's Office shall notify in writing the concerned faculty, copy furnished the Department Head, the College Dean and the Vice President for Academic Affairs, of the Faculty's failure to submit the necessary Final Grade sheet(s) and shall request said Faculty to submit in writing an explanation for the delay;
  - b. After the lapse of two (2) weeks from the deadline of submission of Final Grades of that subject, the University Registrar's Office shall again notify in writing, the concerned Faculty copy furnished the Department Head, the College Dean and the Vice-President for Academic Affairs of the Faculty's failure to submit the necessary Final Grade sheet(s) and request said Faculty to submit in writing an explanation of the delay;



LEYTE STATE UNIVERSITY  
6521-A Visca, Baybay, Leyte, Philippines

Office of the Secretary of the University  
and of the Board of Regents

EXCERPT FROM THE APPROVED MINUTES OF THE  
**21<sup>st</sup> LSU Board of Regents Meeting**  
07 September 2005 \* LNU, Tacloban City

- c. The College Dean, in consultation with the concerned Department Head, may recommend to the University President, through channels, the imposition of the fine of P50.00 per working day for each working day of delay, if it has grounds to believe there is (are) no justifiable cause(s) for the delay.
- d. The University President shall issue to the concerned Faculty an order imposing the penalty, copy furnished the University Cashier's Office, the University Accounting and the University Legal Counsel.

BOARD ACTION: **APPROVED**  
Date : 07 September 2005  
ATTACHMENT: E

Certified True and Correct:

  
**DANIEL M. TUFTUD JR.**  
Board Secretary

cc: OP - sta 1.17.06 - *AK*  
OVPAA - *pradiz*  
University Registrar - *sta* 11/17/06  
Cash Division - *sta* 11/17/06  
Accounting Office - *sta* 11/17/06  
Legal Office - *sta* 11/17