

There were no questions on the projected use of income. Regent Leo P. Cañeda moved for the approval of the use of income by the Main Campus and the External Campuses, as presented. Regent Bernardo H. Tocmo seconded the motion. The Board passed

BOR RESOLUTION NO. 21, s. 2005

Approving the proposed Use of Income of the Main Campus, as presented.

BOR RESOLUTION NO. 22, s. 2005

Approving the proposed Use of Income of the Alang-alang Campus, as presented.

BOR RESOLUTION NO. 23, s. 2005

Approving the proposed Use of Income of the Isabel Campus, as presented.

BOR RESOLUTION NO. 24, s. 2005

Approving the proposed Use of Income of the Villaba Campus, as presented.

f. Proposed Revisions on the LSU Staff Housing Guidelines

President Milan informed the Board that the University is slowly trying to "privatize" the management and operations of the University's Staff Housing complex.

Chairperson Padolina inquired whether at the end of the five-year contract, the "points" are again "computed" prior to renewal.

President Milan replied that this is not going to be done. During the renewal, the housing commission will review whether the awardees have been able to conform to the provisions of the contract. If they do not, then the contract will not be renewed.

Regent Presbitero registered his stand that action on the proposal should be deferred on account of the lack of consultation especially those

with housing units that are in need of repair. Furthermore, there is a clause on a "housing insurance" which entails an additional expense.

President Milan reminded Regent Presbitero that the University is following a guideline on how to make requests for repair. Regarding the insurance, the amount has not yet been determined. In the GAA budget of the University there is no provision for insurance of housing units.

Regent Presbitero requested that in the future, he be given a copy of the proposals early enough so that he will still have time to consult his constituents.

After all queries were answered, Regent Bernardo H. Tocmo moved for the approval of the proposed revisions on the LSU Staff Housing Guidelines, as presented. Regent Rebecca V. Barbusa seconded the motion. The Board passed

BOR RESOLUTION NO. 25, s. 2005

Approving the proposed revisions on the LSU Staff Housing Guidelines, as presented.

g. Proposed Rates for the Rental of Equipment/Facilities and Fees for Various Services

President Milan informed the Board that the proposal has come about because there have been so many requests for the rental of various University equipment and facilities including services that have not yet been approved by the Board. This is especially true for the foreign students who use the said facilities and equipment. President Milan emphasized that the proposal only seeks to standardize the rates across colleges/units/ centers of the University.

Chairperson Padolina suggested that the words PUBLIC and PRIVATE have to be carefully defined to prevent ambiguity and further suggested that for No. 5 to No. 9 of the proposal be for use only be



LEYTE STATE UNIVERSITY

6521-A Visca, Baybay, Leyte, Philippines

Office of the University President

16 February 2005


The Honorable Chairman and
Members of the LSU Board of Regents

Ladies/Gentlemen:

I am hereby endorsing the "**Proposed Revisions on the LSU Staff Housing Guidelines**" which were prepared by the Housing Commission of the University. The revised housing guidelines were presented to and approved by the University Administrative Council (UADCO) during its meeting on December 21, 2004. The UADCO endorsed the approved revisions to the Board of Regents for proper action.

I am, therefore, recommending the same **FOR APPROVAL** by the Board of Regents.

Very truly yours,


PACIENCIA P. MILAN
President

BOARD ACTION : _____

DATE : 16 February 2005

PROPOSED REVISIONS ON THE LSU STAFF HOUSING GUIDELINES
(Based on the Existing Staff Housing Guidelines Approved by BOR per BOR Resolution No. 91. S of 2003, Approved Minutes of the LSU-Employees' Housing Commission Meetings and Minutes of the UADCO Meeting on December 21, 2004. Proposed changes/revisions are underlined)

Existing	Proposed
<p>I. INTRODUCTION</p> <p>Staff housing is a major component of a comprehensive LSU development program. However, due to the lack of funds to build additional staff housing facilities, accommodating all LSU employees is not possible. In order to effectively respond to the housing needs of LSU employees, there is a need for equitable policies and justifiable housing rules and regulations. Hence, the revision of the LSU Housing Guidelines</p>	<p>I. INTRODUCTION</p> <p>Staff housing is a major component of a comprehensive LSU development program. However, due to the lack of funds to build additional staff housing facilities, accommodating all LSU employees is not possible. In order to effectively respond to the housing needs of LSU employees, there is a need for equitable policies and justifiable housing rules and regulations. Hence, the revision of the LSU Housing Guidelines</p>
<p>II. JURISDICTION OF THE <u>HOUSING COMMITTEE</u></p> <p>All building/housing structures on campus either constructed by the University or by its employees and utilized for residential purposes shall be under the jurisdiction of the <u>Housing Committee</u></p>	<p>II. JURISDICTION OF THE <u>LSU EMPLOYEES HOUSING COMMISSION (LSU-EHC)</u></p> <p>All building/housing structures on campus either constructed by the University or by its employees and utilized for residential purposes shall be under the jurisdiction of the <u>LSU-EHC</u></p>
<p>III. PROCEDURE IN AWARDING UNIVERSITY-OWNED STAFF HOUSES</p>	<p>III. PROCEDURE IN AWARDING UNIVERSITY-OWNED STAFF HOUSES*</p> <p>1. <u>Awarding of a unit will not be made until it is completely vacated and repaired. A certification by the Property Officer that the</u></p>
	<p><i>*Anybody who shall be awarded but waived his/her right to occupy the unit for whatever reason and apply again shall be given last priority in obtaining another housing unit.</i></p>

	<u>previous housing occupant has already officially turned over the unit to Property Office shall be required before a unit will be awarded to the new housing applicant.</u>
	<u>2. Housing unit vacated by staff members shall be inspected/renovated/repared prior to occupancy by the new awardee.</u>
	<u>3. Housing units which are appropriate for a family of four (4) members or more shall not be awarded to single occupants or a group of single occupants.</u>
A. The <u>Chairman of the Housing Committee</u> announces the availability of a staff house through notices to the different departments/offices/units of the University and through the <u>Housing Committee</u> Bulletin Board.	4. The <u>LSU-EHC through its Secretary</u> , announces the availability of a staff house through notices to the different departments/offices/units of the University and through the <u>LSU-EHC</u> Bulletin Board.
B. Interested regular staff member applies for a staff house using the prescribed Staff Housing Application Form to be submitted in <u>6</u> copies to the Secretary of the <u>Housing Committee</u>	5. Interested regular staff member applies for a staff house using the prescribed Staff Housing Application Form to be submitted in <u>2</u> copies to the Secretary of the <u>LSU-EHC</u> .
C. Upon receipt of application for housing, the <u>Housing Committee</u> shall verify from the Personnel Office employment status and other pertinent data relative to all applicants prior to deliberation or action	6. Upon receipt of the housing application, the <u>LSU-EHC through its Secretary</u> shall verify from the Personnel Office <u>applicant's</u> employment status and other pertinent data prior to deliberation or action .
D. The <u>Housing Committee</u> processes all application forms and makes its recommendation to the University President. The University President or his/her representative duly authorized for the purpose acts on the recommendation of the <u>Staff Housing Committee</u> for the awarding of staff <u>houses</u> .	7. The <u>LSU-EHC</u> processes all application forms, <u>ranks the applicants</u> and makes its recommendation to the University President. The University President or his/her representative duly authorized for the purpose acts on the recommendation of the <u>LSU-EHC</u> for the awarding of staff <u>house</u> . <u>The ranking is</u>

	<p><u>made exclusively for the particular unit declared available.</u></p> <p><u>The President has the prerogative to assign a housing unit to recruits (badly needed) whose expertise cannot be provided by the existing staff.</u></p>
E. The <u>Housing Committee</u> notifies the awardees and prepares the housing contracts and other documents.	8. <u>Upon approval by the President, the LSU-EHC</u> notifies the awardees and prepares the housing contracts and other <u>required</u> documents.
<p>F. The awardee and/or head of the family given a staff housing unit shall pay to the University cashier a non-refundable housing fee as follows:</p> <ol style="list-style-type: none"> 1. Bachelor/<u>Bachelorettes</u> - P 500 per unit 2. Apartments 1 to 66 - 1,000 3. Apartments 67 to 92 - 1,500 4. Old Cottages - 1,000 5. Duplex/Farmer's Village - 1,200 6. PCARRD Housing - 1,500 7. Cottages (<u>Dr. SS Go & Dr. ER Ponce</u>) - 2,000 8. <u>Yakal and IH</u> - 200/awardee 	<p>9. The awardee and/or head of the family given a staff housing unit shall pay to the University cashier a non-refundable housing fee through salary deduction as follows:</p> <ol style="list-style-type: none"> 1. Bachelor/<u>Warner</u> - P 500 per unit 2. Apartments 1 to 66 - 1,000 3. Apartments 67 to 92 - 1,500 4. Old Cottages - 1,000 5. Duplex/Farmer's Village - 1,200 6. PCARRD Housing - 1,500 7. Cottages (Dr. ER Ponce) - 2,000 8. <u>IH</u> - 200/awardee
G. Only married occupants of the International House, <u>Yakal Cottage</u> , Cattleya Cottage, and couples with 4 and above legal children occupying the Warner and Bachelors' units may opt to transfer to another units subject to availability of vacant housing units and if they qualify based on the Housing Guidelines. However, couples with 3 legal children may be included subject to availability of housing units and their points. <u>Otherwise, occupants of housing units are not allowed to transfer to another unit.</u>	
H. <u>The FARMI housing unit shall be reserved as temporary housing for consultants of the College.</u>	

<p>I. <u>The President has the prerogative to assign a housing unit to recruits (badly needed) whose expertise cannot be provided by the existing staff.</u></p>																	
<p>IV. <u>CRITERIA FOR ALLOCATION OF STAFF HOUSES</u></p> <p>Generally, allocation of points shall be determined by the corresponding salary grade of the position.</p>	<p>IV. <u>CRITERIA FOR AWARDING OF STAFF HOUSES*</u></p> <p>Generally, awarding of houses shall be determined on the points allocated according to the following criteria:</p>																
<p>A. Points shall be determined according to the corresponding salary grade (SG) and step increments of the regular plantilla position as fixed by the DBM, i.e., SG1 is 1 point, SG1 step 5 is 1.5 points, etc.</p>	<p>1. Points shall be determined according to the corresponding salary grade (SG) and step increments of the regular plantilla position as fixed by the DBM, i.e., SG1 is 1 point, SG1 step 5 is 1.5 points, etc.</p>																
<p>B. Additional points shall be credited for special assignments as follows:</p> <table data-bbox="172 954 746 1099"> <tr> <td>Vice President</td><td>15 points</td></tr> <tr> <td><u>Director/Center Heads</u></td><td>10 points</td></tr> <tr> <td><u>Dept. Heads</u></td><td>7 points</td></tr> <tr> <td>Office Heads</td><td>5 points</td></tr> </table> <p><u>Those who have been awarded and already occupying a unit shall not be allowed to transfer.</u></p>	Vice President	15 points	<u>Director/Center Heads</u>	10 points	<u>Dept. Heads</u>	7 points	Office Heads	5 points	<p>2. Additional points shall be credited for special assignments as follows:</p> <table data-bbox="938 954 1513 1099"> <tr> <td>Vice President</td><td>15 points</td></tr> <tr> <td><u>Director/College Deans</u></td><td>10 points</td></tr> <tr> <td><u>Dept.Heads/CenterHeads</u></td><td>7 points</td></tr> <tr> <td>Office Heads</td><td>5 points</td></tr> </table> <p><u>Staff with justifiable nature of work (work assignments that require services beyond office hours/Saturdays/Sundays) 5 points</u></p>	Vice President	15 points	<u>Director/College Deans</u>	10 points	<u>Dept.Heads/CenterHeads</u>	7 points	Office Heads	5 points
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<p>C. Length of Service in LSU</p> <p>One point for every year of service with a maximum of fifteen (15) points.</p>	<p>3. Length of Service in LSU</p> <p>One (1) point for every year of service with a maximum of fifteen (15) points.</p>																
	<p><i><u>*Those who have been awarded and already occupying a unit shall not be allowed to transfer. Only married occupants of the International House, Cattleya Cottage, and couples with 4 and above legal children occupying the Warner and Bachelors' units and if they qualify based on the Housing Guidelines. However, couples with 3 legal children may be included subject to availability of housing units and their points.</u></i></p>																

<p>D. Size of the Family</p> <p>1. One (1) point for every immediate member spouse and children) of the family. <u>However, the maximum number of children to be entitled to one (1) point each is only</u> four (4) or a maximum of four (4) points.</p>	<p>4. Size of the Family</p> <p>1. One (1) point <u>will be given</u> for every immediate member (spouse and children) of the family <u>but not to exceed</u> a maximum of four (4) points.</p>
<p>2. Applicants with children living with the family who are regular employees in LSU shall be given corresponding points in accordance with the criteria.</p>	<p>2. Applicants with children living with the family who are regular employees in LSU shall be given corresponding points in accordance with the criteria.</p>
<p>E. The University President should occupy the President's cottage.</p>	<p>5. The University President should occupy the President's cottage.</p>
<p>V. STAFF HOUSING RULES AND REGULATIONS</p> <p>1. The <u>Physical Plant Office (PPO)</u> shall conduct inspection every <u>quarter</u> and make reports on the prevailing conditions including the construction of extension and annexes of the <u>staff houses to the President through the Housing Committee</u></p>	<p>V. STAFF HOUSING RULES AND REGULATIONS</p> <p>1. The <u>Inspection, Evaluation and Inventory Committee of the LSU-EHC</u> shall <u>inspect/evaluate the housing units every semester and submit reports relative to the prevailing conditions of such units duly classified as to needing minor or major repairs. Units that pose the greatest risk to the occupants shall be given the highest priority as determined by the PPO. These include units that are badly damaged by termites or those with asbestos roofing, rotten floors and clogged toilets (OPMC No. 01, dated January 21, 2003 per BOR Res. No. 88, s. 2002).</u></p>
	<p>2. <u>The occupant has the responsibility to properly maintain the unit awarded to him/her including its surroundings.</u></p>

<p>2. Major repairs, renovations, alteration of housing fixtures and additional construction/extension within the staff housing area <u>must first be approved by the LSU President through the Housing Committee and to be supervised by PPO.</u></p>	
<p>3. <u>Minor repairs shall be shouldered by the occupant. However, if defects are existing before occupancy, cost of repairs shall be borne by the Administration, subject to availability of funds.</u></p>	
<p>4. <u>The occupants should pay promptly the electricity and water consumption including garbage collection fee when applicable</u></p>	<p>3. <u>Housing occupants must pay their housing bills including electricity, water, garbage and repair and maintenance fee and other housing related fees promptly. Failure to pay for three (3) consecutive billings will be ground for disconnection of electricity and eventual ejection from the housing unit. Arrangements with the Cash Division shall be allowed for salary deduction of standing accounts (OPMC No. 55, dated August 23, 2004).</u></p>
<p>5. <u>No occupant shall put/install/stock any flammable liquid, gas, or any other hazardous chemicals and dangerous materials in the housing unit and its perimeter.</u></p>	<p>4. <u>Gasoline, alcohol, kerosene and other highly flammable liquid in commercial quantities are strictly prohibited in residential areas.</u></p>
<p>6. The regular occupant shall recommend for approval by the President through the <u>Housing Committee</u> the temporary occupants of the staff house if he goes on an approved leave provided that the recommended sub-leasees are employed by the University.</p>	<p>5. The regular occupant <u>may</u> recommend for approval by the President through the <u>LSU-EHC</u> the temporary occupants of the staff house if he goes on an approved leave provided that the recommended sub-leasees are <u>bonafide employees of</u> the University.</p>

	<p>6. In the event that the occupant or awardee of the housing unit ceases to regularly and/or physically occupy the unit from Monday to Friday every week (inclusive of evenings), shall constitute as ground to automatic termination of the Staff Housing Contract. <i>(Item No. 8 in the Staff Housing Contract but not included in Existing Staff Housing Guidelines)</i></p>
	<p>7. <u>Housing unit itself should not be used as boarding house for students and others. However, housing unit occupants with existing paying lodgers in LSU housing units and constructed extensions, a rental sharing for those students housed in the housing unit and lease rental on the space occupied by the constructed extensions using the rental rate imposed by LSU to private entrepreneurs such as Bayantel, Ngoyong, etc. shall be imposed. The approved rental sharing from the students will be collected by the Cashier and shall become part of the students' account with the University (OPMC No. 66, dated June 8, 2000).</u></p>
<p>7. Raising of hogs/poultry shall not be <u>permitted</u>. However, raising of dogs may be allowed, one for apartment units and a maximum of 2 for cottages, provided that the dogs shall be tied at all times, immunized and their surroundings shall be well-maintained.</p>	<p>8. Raising of <u>cats/hogs/poultry in any number, including fighting cocks</u> shall not be <u>allowed</u>. However, raising of dogs may be allowed, one for apartment units and a maximum of 2 for cottages, provided that the dogs shall be tied at all times, immunized and their surroundings shall be well-maintained.</p>

<p>Stray dogs shall be impounded and the owner shall be notified immediately. The owner must pay an impounding fee of <u>P 100.00</u> per day. Impounded dogs not claimed after 3 days shall be automatically be donated to the College of Veterinary Medicine (CVM) for instructional/research purposes.</p>	<p>Stray dogs shall be impounded and the owner shall be notified immediately. The owner must pay an impounding fee of <u>P 200.00</u> per day. Impounded dogs not claimed after 3 days shall be automatically be donated to the College of Veterinary Medicine (CVM) for instructional/research purposes.</p>
<p>8. Gambling in any form and excessive drinking of hard liquor in the staff house and its vicinity are prohibited.</p>	<p>9. Gambling in any form and excessive drinking of hard liquor in the staff house and its vicinity are <u>strictly</u> prohibited.</p>
<p>9. Occupants should at all times follow strictly Staff Housing and Health Sanitation Rules and Regulations issued by the University.</p>	<p>10. Occupants should at all times follow strictly Staff Housing and Health Sanitation Rules and Regulations issued by the University.</p>
<p>10. Noise pollution should be minimized/controlled and neighborhood rights should be respected. Staff housing occupants should lower the volume of their stereo sets, radios, other electronic musical instruments, etc. Extension of backyard rights and trespassing beyond the allowable limits by staff occupants should be avoided.</p>	<p>11. Noise pollution should be minimized/controlled and neighborhood rights should be respected. Staff housing occupants should lower the volume of their stereo sets, radios, other electronic musical instruments, etc. <u>Loitering vehicles, especially motor vehicles shall not be allowed past 10:00 PM.</u> Extension of backyard rights and trespassing beyond the allowable limits by staff occupants should be avoided.</p>
<p>11. Upon retirement or death of the principal (whose spouse is not employed in LSU) the occupant should vacate the staff house not later than 6 months unless the spouse, the son or daughter who is a regular employee of the University has enough points to entitle him/her to a staff housing. However, he may apply for an extension period of another 6 months, subject to the approval of the President through the <u>Housing Committee</u>. In case the retiree vacates the housing unit before 6 months, such unit shall be turned over completely to the Property Officer.</p>	<p>12. Upon retirement or death of the principal (whose spouse is not employed in LSU) the occupant should vacate the staff house not later than 6 months unless the spouse, the son or daughter who is a regular employee of the University has enough points to entitle him/her to a staff housing. However, he may apply for an extension period of another 6 months, subject to the approval of the President through the <u>Housing Commission</u>. In case the retiree vacates the housing unit before 6 months, such unit shall be turned over completely to the Property Officer.</p>

<p>12. Any staff house occupant who resigns or is separated from the service other than by retirement should vacate the staff house not later than thirty (30) days from his resignation or separation and shall turn over the housing unit to the Property Officer. A reminder shall be sent by the <u>Housing Committee</u> to the occupant before the 30-day expiration date. Failure to vacate the unit after 30 days, the occupant shall be charged with storage fee in the amount of ONE HUNDRED PESOS (P100.00) per day. However, the occupant may appeal to the President for an extension of another 30 days after separation.</p>	<p>13. Any staff house occupant who resigns or is separated from the service other than by retirement should vacate the staff house not later than thirty (30) days from his resignation or separation and shall turn over the housing unit to the Property Officer. A reminder shall be sent by the <u>Housing Commission</u> to the occupant before the 30-day expiration date. Failure to vacate the unit after 30 days, the occupant shall be charged with storage fee in the amount of ONE HUNDRED PESOS (P100.00) per day. However, the occupant may appeal to the President for an extension of another 30 days after separation.</p>
<p>13. Employed children of retirees who are occupying the same unit with their parents must apply and be evaluated based on the Housing Criteria and Guidelines.</p>	<p>14. Employed children of retirees who are occupying the same unit with their parents must apply and be evaluated based on the Housing Criteria and Guidelines.</p>
<p>14. Transient occupants (those staying to rest during noontime only or occasional visits) shall not be given points. Willful inclusion of a staff member's name in the application without the intension of occupying the unit with other staff members or declaration of any false information shall be ground for disqualification and/ or may be a cause for revocation of the contract awarded to group. Revocation of contract shall also include in cases when the awardee is no longer regularly occupying the unit.</p>	<p>15. Transient occupants (those staying to rest during noontime only or occasional visits) shall not be <u>entitled</u> to points. Willful inclusion of a staff member's name in the application without the intension of occupying the unit with other staff members or declaration of any false information shall be ground for disqualification and or may be a cause for revocation of the contract awarded to group. Revocation of contract shall also <u>be made</u> in cases when the awardee is no longer regularly occupying the unit.</p>
<p>15. Any lone awardee occupying a family housing unit other than the International House and <u>Yakal Cottage</u> must share the housing unit with a regular LSU employee who qualifies for a housing unit. The occupant is given the prerogative to choose among the ranking applicants.</p>	<p>16. Any lone awardee occupying a family housing unit other than the International House must share the housing unit with a regular LSU employee who qualifies for a housing unit. The occupant is given the prerogative to choose among the ranking applicants.</p>

16. Housing units awarded to two or more applicants in order to meet the required points must be re-evaluated if any of the awardee leave the said housing unit.	17. Housing units awarded to two or more applicants in order to meet the required points must be re-evaluated if any of the awardee leave the said housing unit.
17. Two married couples <u>shall not be</u> awarded with the same housing unit.	18. <u>No two married couples shall be</u> awarded with the same housing unit.
18. Those occupants who owned a housing unit within 8-kilometer radius from LSU (as amended which include the entire poblacion of Baybay up to Barangay Hipusngo to the South, to the PNP Headquarters at Brgy. Gaas to the East and to Sitio Hikgop of Brgy. Hilapnitan to the North) <u>shall not be awarded a unit and the contracts of those who have already been awarded shall be cancelled 6 months after they have been served notice of ejection/cancellation of contract.</u> Ejection notices shall be issued to affected employees who have already been awarded housing units effective January 2005.	19. Occupants of housing units who now own a housing unit within 8-kilometer radius from LSU (poblacion of Baybay up to Barangay Hipusngo to the South, to the PNP Headquarters at Brgy. Gaas to the East and to Sitio Hikgop of Brgy Hilapnitan to the North) <u>shall have their contracts rescinded 6 months after they have been served notice of ejection/cancellation of contract except the University physicians.</u> Ejection notices shall be issued to affected employees who have already been awarded housing units effective January 2005.
	20. <u>Occupants of the ATI housing units and others shall follow the Staff Housing Rules and Regulations of the University.</u>
	21. <u>Construction of extension units in all LSU residences/dormitories/buildings and cottages/building structures within LSU campus without PPO building permit will not be allowed (OPMC No. 16, dated February 09, 2000).</u>
19. <u>The staff housing contract shall be automatically terminated for any of the following reasons:</u> a. <u>Gross violation of any of the staff housing rules and regulations;</u> b. The leasee ceases to be employed by LSU;	22. <u>Gross violation of the terms and conditions or any applicable provision of this guidelines shall be subject for the following sanctions:</u> 1. <u>First offense - Warning</u> 2. <u>Second offense - Fine of P 500.00</u> 3. <u>Third offense - Termination of Contract after due process.</u>

- c. The leasee fails to return to LSU after the termination of the approved leave of absence (with or without pay) and

- c. The leasee fails to return to LSU after the termination of the approved leave of absence (with or without pay; and
- d. The leasee fails to conform with the terms of the contract.

In case of court litigation arising from the breach of the terms of the contract on the part of the leasee, the lessor shall be entitled to collect liquidated damages, attorney's fees, and other legal expenses incurred.

SPECIFIC PROVISIONS ON THE REPAIR AND MAINTENANCE OF STAFF HOUSING UNITS

Repair and Maintenance Fee

1. Each family or individual occupying the housing unit complete with sala and kitchen shall be charged three hundred pesos (P300.00) per month. Those occupying a room only such as those in the IH, bachelor and Warner Apartments shall be charged one hundred pesos (P100.00) per month (OPMC No. 01, dated January 21, 2003 per BOR Res. No. 88, s. 2002).
2. Occupants who do not want to pay the monthly repair and maintenance fee shall be advised to find alternative residence outside the campus. The vacated units will be converted to either student housing or awarded to other qualified staff applicants. Billing for said fee will be included in the Statement of Electric Bill (OPMC No. 01, dated January 21, 2003).

VI. SPECIFIC PROVISIONS ON HOUSING RELATED FEES AND THE REPAIR AND MAINTENANCE OF STAFF HOUSING UNITS

1. Housing Related Fees

1. Occupants shall pay non-refundable housing fee, repair and maintenance fee and other housing related fees as well as housing unit insurance with the GSIS as approved by the Board of Regents.
2. Occupants who do not want to pay the housing related fees shall be advised to find alternative residence outside the campus. The vacated units will be converted to either student housing or awarded to other qualified staff applicants. Billing for said fee will be included in the Statement of Electric Bill (OPMC No. 01, dated January 21, 2003).

Guidelines in the Repair and Maintenance of Housing Units *(Approved by UADCO, Minutes of the Meeting, dated August 15, 2003)*

1. The occupant may be allowed to undertake repairs of the unit in accordance with the original design of the buildings on reimbursement basis but has to secure first the following:
 - a. Repair estimate from PPO
 - b. Submit repair estimate with letter of request thru the Housing Committee for approval by the President.
2. Only actual cost of materials will be subject to reimbursement, limited to the monthly repair fee collected.
3. Cost of labor and painting materials shall be the equity of the occupant.
4. The obligation of the University to reimburse the balance of the cost of repair automatically ceases upon retirement of the occupant.

2. Guidelines in the Repair and Maintenance of Housing Units

1. The occupant may be allowed to undertake repairs of the unit in accordance with the original design of the buildings *(OPMC No. 01, dated January 21, 2003)*. The repair shall be charged to the occupant's monthly repair and maintenance fee but has to submit the following:
 - a. Repair estimate from PPO
 - b. Letter-request together with the Official Receipts of materials purchased for verification and inspection by PPO and approved by the Chairperson of LSU-EHC.
2. Only actual cost of materials will be charged to the occupant's monthly repair and maintenance fee.
3. Cost of labor and painting materials shall be the equity of the occupant.
4. The balance of the cost of repair, if any, automatically ceases upon retirement of the occupant.
5. No requests for modifications shall be entertained from the occupants and no repairs shall be made on extension/modifications made by the occupants *((OPMC No. 01, dated January 21, 2003).*

VII. OTHER PROVISIONS

1. Upon retirement/separation/termination from the service, a temporary contract during the grace period of stay at the housing unit shall be executed between the University and those concerned to ensure that the latter does not renege his/her accountabilities to the University. A deposit of Ten Thousand Pesos (P10,000.00) shall be collected from the retirees for the grace period of stay at the housing unit. This is to cover the cost of repair and maintenance fee, electricity, water, garbage collection, etc., the balance of which, if any, shall be refunded once the total/final billing will be issued.

2. Upon retirement/resignation/separation from the service, any improvement made by the occupant on the unit or any constructed housing unit within the campus shall be considered as the University's property including other permanent structures and extensions within the housing area.

VIII. CONTRACT RENEWAL

All staff housing contracts are renewable every five years.

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All staff housing contracts are renewable every five years.

(no need to reapply after the 5 year period)