



EXCERPT FROM THE APPROVED MINUTES OF THE
97th VSU Board of Regents Meeting
28 APRIL 2020

Visayas State University
(by Teleconference)

Utilization of 2019 Unappropriated Collections of VSU-Tolosa

The Board passed

BOR Resolution No. 13, s. 2020

A Resolution Approving the Request of VSU-Tolosa to Utilize its 2019 Unappropriated Collections for Augmentation of Personal Services (PS), Maintenance and Other Operating Expenses (MOOE) and Capital Outlay, *Subject to Existing Policies and Guidelines Governing the Use of Such Funds.*

Allotment Class	Particulars	Amount
Personal Services	Honoraria of Part-time Faculty / Guest Lecturers & Resource Persons	P 1,000,000.00
MOOE	Payment of wages for JO Personnel, supplies & materials, such as Library books and Medical supplies and for Insurance, electricity and other MOOE	P 3,962,251.06
Capital Outlay	Construction of Speech Lab and procurement of the Laboratory Equipment, furniture & fixtures & sports equipment	P 4,150,000.00
Total		P9,112,251.06

BOARD ACTION : **APPROVED**
Date : 28 April 2020

Certified True and Correct:

FRANCISCO G. GABUNADA, JR.
Board Secretary

Cc: VSU Tolosa
FMO
Budget Office
Accounting Office



CERTIFICATION

This is to certify that the proposal for **Utilization of 2019 Unappropriated Collections of VSU Tolosa** has been thoroughly deliberated by the University Administrative Council (UADCO) during its meeting on 21 February 2020 at the VSU Center for Continuing Education (CCE).

Certifying further that the proposal for **Utilization of 2019 Unappropriated Collections of VSU Tolosa** is in order and respectfully endorsing such to the VSU Board of Regents (BOR) through its VSU Finance Committee.

Issued this 1st day of April 2020.

A handwritten signature in black ink, appearing to read "Edgardo E. Tulin".

EDGARDO E. TULIN

Chairman, VSU Administrative Council



PROPOSAL on UTILIZATION of 2019 UNAPPROPRIATED COLLECTIONS
of VSU- TOLOSA CAMPUS

Request for BOR authority to obligate VSU-Tolosa 2019 unappropriated collections amounting to **NINE MILLION ONE HUNDRED TWELVE THOUSAND TWO HUNDRED FIFTY ONE PESOS AND 06/100 (₱9,112,251.06)**. The said figure is arrived from the following computation:

Total Actual Collections		₱	32,120,558.72
Approved Budget			19,385,000.00
Unappropriated Collection			12,735,558.72
Less: Mandatory Reserve	1,638,580.83		
Production Fund	1,638,580.83		
Legacy Fund	346,146.00		3,623,307.66
Net Unappropriated Collections		₱	<u>9,112,251.06</u>

The breakdown of the above collections are as follows:

Tuition fees and Other School Fees	₱	8,792,704.06
Fiduciary Fees		319,547.00
Total Unappropriated Collections		<u>9,112,251.06</u>
		=====

The amount from Tuition Fees, Other School Fees and Fiduciary Fees will be utilized for the following expenses:

Allotment Class	Particulars	Amount
Personal Services	Honoraria of Part-time Faculty/Guest Lecturers & Resource persons	₱ 1,000,000.00
Maintenance and Other Operating Expenses	Various MOOE expenses for payment of wages for Job Order Personnel, supplies and material such as Library Books and Medical supplies and for insurance, electricity and other MOOE.	3,962,251.06
Capital Outlay	Construction of Speech Laboratory and procurement of the Laboratory Equipment, furniture and fixtures and sports equipment.	4,150,000.00
TOTAL		₱ 9,112,251.06

1Vision: A globally competitive university of science and technology and environmental conservation.

Mission: Development of a highly competitive human resource, cutting-edge scientific knowledge and innovative technologies for sustainable communities and environment.



Attachments:

Annex

Particulars

A	Letter request of VSU-Tolosa
B	Schedule of Actual Collections
C	Proposed Budget of Unprogrammed Collections CY 2019 with Justification
D	Certification
E	Obligational Authority
F	Scope of Work of Construction of Speech Laboratory

LEGAL BASIS – Section 3x and 31 of CHED MEMO No. 20, Series of 2011

Section 3 Definition of terms

x) Unappropriated Funds – refers to the balance which may be considered available for use for a specific project or projects, or procurement of equipment or for the payment of some expenditure or obligation.

Section 31 – Use of STF Accumulated Savings or Cumulative Results of Operations-Unappropriated (CROU)

The disposition of the STF Accumulated Savings or Cumulative Results of Operations-Unappropriated arising from tuition fees, service and other income shall be approved by the BOR/T upon the recommendation of President in consultation with the Administrative Council (ADCO). The BOR/T may include proposed major project or expenditure that would benefit the SUC.

Prepared by:

Recommending Approval:

LOUELLA C. AMPAC
Director of Finance

REMBERTO A. PATINDOL
Vice-President for Admin. & Finance

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VISAYAS
STATE UNIVERSITY

Office of the Administrative Officer

Tanghas, Tolosa, Leyte, Philippines
Contact No. : 09177166604
email: vsutolosa.hrmo@gmail.com

February 5, 2020

DR. EDGARDO E. TULIN

University President
Visayas State University
VISCA, Baybay City

Attn: **LOUELLA C. AMPAC**
Director, Finance Office

S I R:

Respectfully submitting the attached Budget Proposal for Unprogrammed Collection as of December, 2019 in the amount of **NINE MILLION ONE HUNDRED TWELVE THOUSAND TWO HUNDRED FIFTY ONE PESOS & 06/100 ONLY (P 9,112,251.06)** for the Visayas State University- Tolosa, Tolosa, Leyte for BOR Approval with the following breakdown:

Income on Tuition Fees and Miscellaneous Fees	-P 8,792,704.06
Fiduciary Funds	-P 319,547.00
Total	<u>P 9, 112,251.06</u>

Favorable action shall be highly appreciated.

Very truly yours,

OBDULIA G. CAMOYING, Ed.D.

Dean



VISAYAS STATE UNIVERSITY - TOLOSA
TOLOSA, LEYTE

"ANNEX B"

Schedule of Actual Collections
Special Trust Fund (164)
January - December, 2019

MONTH COVERED	TUITION FEES	MISCELLANEOUS INCOME	FIDUCIARY FUND	TOTAL
JANUARY	231,637.00	106,058.94	50,678.00	388,373.94
FEBRUARY	7,287,388.03	1,019,399.00	1,635,255.74	9,942,042.77
MARCH	118,304.32	34,286.00	16,622.87	169,213.19
APRIL	66,339.08	19,787.00	11,432.29	97,558.37
MAY	259,551.66	621,041.00	381,536.00	1,262,128.66
JUNE	550,455.62	53,680.00	33,963.58	638,099.20
JULY	219,866.99	129,955.00	61,967.43	411,789.42
AUGUST	90,172.43	70,330.00	37,163.72	197,666.15
SEPTEMBER	51,088.00	141,147.00	12,653.00	204,888.00
OCTOBER	82,681.00	29,032.00	12,910.00	124,623.00
NOVEMBER	13,960,443.00	1,923,032.00	2,638,556.00	18,522,031.00
DECEMBER	88,379.00	52,862.00	20,904.02	162,145.02
TOTAL	23,006,306.13	4,200,609.94	4,913,642.65	32,120,558.72
Less: Approved Budget for CY 2019 BOR Res. #144, s.2018				19,385,000.00
TOTAL Unprogrammed Collections				12,735,558.72
Less: Mandatory Reserve Fund			1,638,580.83	
Production Fund			1,638,580.83	
(10% of Tuition fees Less Centralized expenses of 6,620,497.83)				
Legacy Fund			346,146.00	3,623,307.66
NET UNPROGRAMMED COLLECTIONS				9,112,251.06

Certified Correct:

ELVIRA L. SABULAO
AO IV/Des. Budget Officer

APPROVED:

OBDULIA G. CAMOYING, Ed.D.
Dean



ISAYAS STATE UNIVERSITY
Tolosa, Leyte

"ANNEX C"

Proposed Budget
Unprogrammed Collections CY 2019
FUND 164

Account Name	Account Code	Amount	Justification
Income from Tuition Fees & Miscellaneous Fees			
Personal Services			The amount requested shall be used to augment expenses for payment of honoraria of Part-time Faculty/Guest Lecturers & Resource persons.
Honoraria	50102100	1,000,000.00	
Sub-Total	P	1,000,000.00	
MOOE			The amount requested shall be used to pay the GSIS insurance of Buildings & Facilities; wages of additional Security Guards; Building maintenance personnel as Job-order status and other operating expenses of the campus.
Insurance Expense	50215030	2,000,000.00	
Labor & Wages	50216010	1,000,000.00	
Electricity Expense	50204020	292,704.06	
Other MOOE	50299990	500,000.00	
Sub-Total		3,792,704.06	
Capital Outlay			The amount requested shall be utilized for the construction of Speech Laboratory and procurement of the Laboratory Equipment, furniture and fixtures needed. Good communication skills are indispensable for the success of any professional who aspire to advance their careers anywhere in the world. VSU Tolosa has envisioned to producing highly competent and globally competitive graduates. It is therefore imperative that its graduates must be able to develop mastery of the spoken language. Hence, it is essential that a Speech/Language Laboratory be established to make this ambitious institutional goal become a reality. This Speech Laboratory is a one-room building with overall dimension of 8.79 m x 21.50 m.
Buildings	50604040 02	3,000,000.00	
Technical & Scientific Equipment	50604050 14	700,000.00	
Furniture & Fixtures	50604070 00	300,000.00	
Sub-Total		4,000,000.00	
TOTAL		8,792,704.06	

Income from Non-tuition (Fiduciary Funds)			
Library Fees			
MOOE			This amount shall be used to purchase additional reference for all programs of the campus.
Library Books and References	50203110 00	7,733.00	
ATHLETIC and Cultural Fees			
MOOE			The amount requested shall be used to purchase Sports Equipment and other Supplies for instructional purposes of the Sports and Cultural affairs.
Other Supplies	50203990	89,648.00	
Capital Outlay			
Sports Equipment	50604050 13	150,000.00	
Medical and Dental Fees			This amount shall be used to purchase medical supplies for the VSU-Clinic which are essentials in providing primary health care for students as well as faculty and staff.
Medical Supplies	50604050 11	72,166.00	
Sub-total		319,547.00	
GRAND TOTAL	P	9,112,251.06	

Summary of Proposed Budget

Particulars	PS	MOOE	CO	TOTAL
Income from Tuition Fees and Miscellaneous Fees	1,000,000.00	3,792,704.06	4,000,000.00	8,792,704.06
Income from Non-Tuition (Fiduciary Funds)		169,547.00	150,000.00	319,547.00
TOTAL	1,000,000.00	3,962,251.06	4,150,000.00	9,112,251.06

Prepared by:

ELVIRA L. SABULAO

AO IV/Des. Budget Officer

Approved:

OBDULIA G. CAMOYING, Ed.D.

Dean



VISAYAS
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CERTIFICATION


THIS IS TO CERTIFY that we have available funds under Special Trust Fund (F164) of the Visayas State University- Tolosa, Tolosa, Leyte in the amount of **NINE MILLION ONE HUNDRED TWELVE THOUSAND TWO HUNDRED FIFTY ONE PESOS & 06/100 ONLY (P 9,112,251.06)**. The amount specified herein represents unprogrammed collection as of December, 2019.

Done this 5th day of February, 2020 at the Visayas State University- Tolosa, Tolosa, Leyte.

Certified Correct:


GAYLIEZA F. DELOS SANTOS
In-charge, Accounting Office

Recommending Approval:


ELVIRA L. SABULAO
AO IV/ Des. Budget Officer

APPROVED:


OBDULIO G. CAMOYING, Ed.D.

Dear

Vision: A globally competitive university for science, technology and environmental conservation.

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Office of the Administrative Officer

Tanghas, Tolosa, Leyte, Philippines

Contact No. : 09177166604


email: vsutolosa.hrmo@gmail.com

OBLIGATIONAL AUTHORITY

TO WHOM IT MAY CONCERN:

THIS IS TO CERTIFY that funds in the amount of **NINE MILLION ONE HUNDRED TWELVE THOUSAND TWO HUNDRED FIFTY ONE PESOS & 06/100 ONLY (P 9,112,251.06)**, is available for obligation, chargeable to Income under Special Trust Fund (STF) F164 of the Visayas State University- Tolosa Campus for Calendar Year 2019.

This certification is being issued on this 5th day of February, 2020 for whatever legal purpose it may serve.


ELVIRA L. SABULAO
AO IV/ Des. Budget Officer

Noted:


OBDULIO G. CAMOYING, Ed.D.

Dean

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Project: Construction of Language/Speech Laboratory
Location: VSU Tolosa

SCOPE OF WORK

ITEM	DESCRIPTION	COST
I	GENERAL REQUIREMENT	
	1.0 Mobilization	200,000.00
	2.0 Water and Electricity	100,000.00
II	Construction of Speech Laboratory	
	1.0 Laying out/Staking	5,000.00
	2.0 Excavation Works	75,000.00
	3.0 Backfilling Works	50,000.00
	4.0 Gravel Bedding	45,000.00
	5.0 Formworks Fabrication and Installation	500,000.00
	6.0 Rebars Fabrication and Installation	985,000.00
	7.0 Concrete Works	850,000.00
	8.0 CHB Installation	82,000.00
	9.0 Plumbing Works	30,000.00
	10.0 Waterline Works	20,000.00
	11.0 Electrical Works	18,000.00
		2,960,000.00
III	Technology and Scientific	
	1.0 Audio Data Switch	1 pc. 75,000.00
	2.0 Student Terminal	50 pcs. 300,000.00
	3.0 Audio Mixer Console	1 pc. 50,000.00
	4.0 LCD Interactive Projector	1 pc. 80,000.00
	5.0 Desktop Computer	1 pc. 40,000.00
	6.0 Stereo Speaker	2 pcs 15,000.00
	7.0 Split-type 2.5 hp Inverter Air Conditioning Unit	2 pcs 150,000.00
		710,000.00
IV	Furniture and Fixture	
	1. Speech Laboratory Table (4 terminal/students per table)	12 pcs 240,000.00
	2. Instrument Console Table	1 pc 3,000.00
	3. Office Chairs	50 pcs 75,000.00
	4. Office Table	1 pc. 6,000.00
	5. Rostrum	1 pc. 6,000.00
	6. Floor Carpetting	1 lot
		330,000.00
		4,000,000.00

Prepared by:

LELIUS CATALINO V. APOSTOL
 Head, Planning and Infra. Mgt. Office

APPROVED

OBDULIA G. CAMOYING, Ed.D.
 Campus Dean