



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
14th LSU Board of Regents Meeting
2 December 2003 * CHED Central Office, Pasig City

Revision of the University Staff Housing Guidelines

BOR RESOLUTION NO. 91, s. 2003


Approving the Revision of the University Staff Housing
Guidelines, as corrected and modified.

Comments made by the members of the Board:

1. Add an Item E under *Criteria for Allocation of Staff Houses* which specifies that "The University President shall occupy the Presidential Cottage"; and
2. Delete the last line of No. 18 under *Staff Housing Rules and Regulations*.

BOARD ACTION: **APPROVED**
Date : 2 December 2003
ATTACHMENT: Q

Certified True and Correct:


DANIEL M. TUDTUD JR.
Board Secretary

cc: Commission on Housing ~ *ad 1/27/04*

Revised H25 - 14 Feb 2005

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LEYTE STATE UNIVERSITY
STAFF HOUSING GUIDELINES
(Approved by ADCO on August 15, 2003)

I. INTRODUCTION

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.

II. JURISDICTION OF THE HOUSING COMMITTEE

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 Housing Committee.

III. PROCEDURE IN AWARDING UNIVERSITY-OWNED STAFF HOUSES

- A. The Chairman of the Housing Committee announces the availability of a staff house through notices to the different departments/offices/units of the University and through the Housing Committee Bulletin Board.
- B. Interested regular staff member applies for a staff house using the prescribed Staff Housing Application Form to be submitted in 6 copies to the Secretary of the Housing Committee.
- C. Upon receipt of application for housing, the Housing Committee shall verify from the Personnel Office employment status and other pertinent data relative to all applicants prior to deliberation or action.
- D. The Housing Committee 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 Staff Housing Committee for the awarding of staff houses.
- E. The Housing Committee notifies the awardees and prepares the housing contracts and other documents.
- 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:
 - 1. Bachelor/Bachelorettes - P500 per unit
 - 2. Apartments 1 to 66 - P1,000
 - 3. Apartments 67 to 92 - P1,500
 - 4. Old Cottages - P1,000
 - 5. Duplex/Farmer's Village - P1,200
 - 6. PCARRD Housing - P1,500
 - 7. Cottages (Dr. S.S. Go & Dr. E. R. Ponce) - P2,000
 - 8. Yakal and IH - P200 per awardee

- G. Only married occupants of the International House, Yakal Cottage, 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 maybe included subject to availability of housing units and their points. Otherwise, occupants of housing units are not allowed to transfer to another unit.
- H. The FARMI housing unit shall be reserved as temporary housing for consultants of the College.
- I. The President has the prerogative to assign a housing unit to recruits (badly needed) whose expertise cannot be provided by the existing staff.

IV. CRITERIA FOR ALLOCATION OF STAFF HOUSES

Generally, allocation of points shall be determined by the corresponding salary grade of the position.

- 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.

- B. Additional points shall be credited for special assignments as follows:

Vice President	15 points
Director/Center Heads	10 points
Dept. Heads	7 points
Office Heads	5 points

Those who have been awarded and already occupying a unit shall not be allowed to transfer.

- C. Length of Service in LSU

One point for every year of service with a maximum of fifteen (15) points.

- D. Size of the Family

- 1. One (1) point for every immediate member (spouse and children) of the family. However, the maximum number of children to be entitled to one (1) point each is only four (4) or a maximum of four (4) points.
- 2. Applicants with children living with the family who are regular employees in LSU shall be given corresponding points in accordance with the criteria.

V. STAFF HOUSING RULES AND REGULATIONS

- 1. The Physical Plant Office (PPO) shall conduct inspections every quarter and make reports on the prevailing conditions including the construction of extension and annexes of the staff houses to the President through the Housing Committee.
- 2. Major repairs, renovations, alteration of housing fixtures and additional construction/extension within the staff housing area must first be approved

by the LSU President through the Housing Committee and to be supervised by PPO.

3. 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.
4. The occupants should pay promptly the electricity and water consumption including garbage collection fee when applicable.
5. 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.
6. The regular occupant shall recommend for approval by the President through the Housing Committee 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.*
7. Raising of hogs/poultry shall not be permitted. 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.*

Stray dogs shall be impounded and the owner shall be notified immediately. The owner must pay an impounding fee of P100 per day. Impounded dogs not claimed after 3 days shall automatically be donated to the College of Veterinary Medicine (CVM) for instructional/ research purposes.

8. Gambling in any form and excessive drinking of hard liquor in the staff house and its vicinity are prohibited.
9. Occupants should at all times follow strictly Staff Housing and Health Sanitation Rules and Regulations issued by the University.
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.
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 Housing Committee. In case the retiree vacates the housing unit before 6 months, such unit shall be turned over completely to the Property Officer.
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 Hosing Committee 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.

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.
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 intention 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.
15. Any lone awardee occupying a family housing unit other than the International House and Yakal Cottage 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.
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. Two married couples shall not be 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 Brgy. Hipusngo to the South, to the PNP Headquarters at Brgy. Gaas to the East and to Sitio Hikgop of Brgy. Hilapnitan to the North*) 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. This provision does not apply to the LSU President and University Physicians.

Ejection notices shall be issued to affected employees who have already been awarded housing units effective January 2005.

19. The staff housing contract shall be automatically terminated for any of the following reasons:
 - a. Gross violation of any of the staff housing rules and regulations;
 - b. The leasee ceases to be employed by LSU;
 - 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.

VI. CONTRACT RENEWAL

All staff housing contracts are renewable every five (5) years.