



**116<sup>TH</sup> BOARD OF REGENTS MEETING**

**BOR RESOLUTION NO. 124**  
Series of 2024

**APPROVING THE PROPOSED POLICIES FOR THE CENTER FOR CONTINUING  
EDUCATION AND THE CONVENTION CENTER**

**WHEREAS**, the Governing Board has the power, among others, to promulgate and implement policies under the declared State policies on education and other pertinent provisions of the Constitution on education, agriculture, science, and technology, as well as the policies, standards, and thrusts of the CHED under Republic Act No. 7722;

**WHEREAS**, the IGP Office proposed a new policy for income-generating venues or events place in the university;

**WHEREAS**, the CCE and Convention Center are event venues and a source of income for the university; these venues are open for rental to external clients with a minimal fee and to the VSU faculty, staff, and students for free of charge ;

**WHEREAS**, a payment structure is proposed to compensate the JO personnel who extend assistance to events that go beyond office hours, at a rate of P100 per hour;

**WHEREAS**, recent monitoring revealed that both venues have incurred significant utility expenses, particularly on electricity during events where free venue use was granted, thus resulting in reduced income for both IGP projects and creating high operating costs;

**WHEREAS**, it is proposed to implement a policy that requires all parties to pay for the utility costs incurred during events.

*Proposed utility fee requirement:*

- Convention Center – P500.00 per hour (mandatory utility fee)
- Center for Continuing Education (CCE)
  - Training Hall 1<sup>st</sup> floor – 170.00/hr (without aircon), 280.00/hr (with aircon)
  - Function Room 2<sup>nd</sup> floor – 285.00/hr, 360.00/hr


**WHEREAS**, the University Administrative Council favorably endorsed the proposal during its meeting on September 12, 2024;

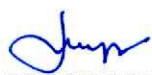
**Now, therefore**, on motion, duly seconded, and unanimously approved, be it;

**Resolved**, as it is hereby resolved, the Board of Regents of Visayas State University approves the proposed policies for the Center for Continuing Education and the Convention Center.


**IN WITNESS** of our approval thereof, we hereby affix our signatures this 15<sup>th</sup> day of October 2024 at LNU, Tacloban City, Philippines.

**VSU BOARD OF REGENTS**

  
**HON. ETHEL AGNES P. VALENZUELA**  
CHED Commissioner and Chairperson  
VSU-Board of Regents

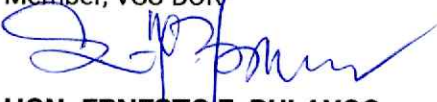
  
**HON. PROSE IVY G. YEPES**  
VSU President, Vice Chairperson  
VSU-Board of Regents

**HON. BERNADETTE REMALLA-MAYBITUIN**  
Representing Hon. **ALLAN PETER S. CAYETANO**  
Chairperson, Senate Committee on Higher,  
Technical and Vocational Education  
Member, VSU BOR

  
**HON. CARL NICOLAS C. CARI**  
Representing Hon. **MARK O. GO**  
Chairperson, Committee on Higher & Technical  
Education House of Representatives  
Member, VSU BOR

**HON. MEYLENE C. ROSALES**  
Regional Director, National Economic and  
Development Authority Regional Office VIII  
Member, VSU BOR

**HON. ANDREW RODOLFO T. ORAIS**  
Regional Executive Director, Department of  
Agriculture-RO8  
Member, VSU BOR

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

  
**HON. OSCAR B. POSAS**  
President, VSU Federated Alumni Association  
Member, VSU BOR

  
**HON. RYAN C. ILAIDA**  
Student Regent - VSU Student Council Federation  
Member, VSU BOR

*Private Sector Representatives:*

**HON. ALAIN CHARLES J. VELOSO**  
Member, VSU BOR  
Villaba, Leyte

  
**HON. RUPERTO O. AFARRI, III**  
Member, VSU BOR  
Tacloban City, Leyte

**POLICY PROPOSALS OF THE CENTER FOR CONTINUING EDUCATION (CCE) AND  
THE CONVENTION CENTER FOR COMPENSATION OF JOB ORDER PERSONNEL  
EXTENDED HOUR DURING EVENTS AND COMPLIMENTARY VENUE USE WITH  
ASSOCIATED UTILITY FEES**

**1. Policy Proposal for the Compensation of Job Order (JO) Personnel extended hours during events at CCE and Convention Center**

Events hosted at CCE & Convention Center often extend beyond regular working hours, requiring the assistance of Job Order (JO) personnel for setup, operations, and restoration activities. To ensure fair compensation for their efforts, a structured compensation payment system is hereby proposed.

**Payment Structure:**

- For events extending beyond 5:00 PM, job order (JO) personnel shall be compensated at a rate of **Php100** per hour for each additional hour worked (See *Annex A for the basis of computation*). Both the Center for Continuing Education (CCE) and the Convention Center require the presence of two (2) JO personnel each during such events.
- The cost of extended hour compensation shall be shouldered by the **renting party**. This ensures that the university does not incur additional expenses and that JO personnel are fairly compensated. For instance, if an event extends for three (3) hours past 5:00 PM at the Convention Center, the total compensation for two (2) JO personnel would amount to **Php 600** ( $P100/hr \times 3 \text{ hr} \times 2$ ) which will be charged to the renting party. The renting party shall pay to the project manager or designated personnel, covering both the venue rental fee and the compensation for the JO personnel. An **official receipt** shall be issued to the renting party itemizing the total amount paid.
- The contract of the job order (JO) personnel, as assigned by the project manager, shall explicitly state their entitlement to claim compensation for extended hours incurred during events that extend beyond 5:00 PM. This compensation shall be duly reflected in the payroll for the month in which the event occurred.

**2. Policy Proposal for Complimentary Venue Use and Associated Utility Fees at CCE and Convention Center"**

The Center for Continuing Education (CCE) and the Convention Center operate as part of the Income Generating Projects of the University. Occasionally, certain group, organization, department and office request the use of such venues **free of charge**, while the university is committed to supporting various initiatives, it is essential to manage these requests carefully to avoid conflicts in scheduling and ensure that the costs associated with venue usage, such as electricity & other utilities are covered. Recent monitoring revealed that both venues have incurred significant utility expenses particularly on electricity during events where free venue use was granted, without charging the requesting parties for these costs. This has resulted in reduced income for both IGP projects and has created a misleading impression of higher operating costs. In reality, these inflated costs stem from events where free usage was



approved without the recovery of basic utility expenses. Therefore, it is crucial to implement a policy that requires all parties, even those granted free venue usage, to pay for the utility costs incurred during their events. This will ensure the venues' financial sustainability and provide a clearer picture of their operational efficiency.

**Proposal for the Approval Process & Utility fee requirement:**

- All requests for free venue usage must be addressed to the **Office of the President** with the recommending approval of the **Project Manager** and **Vice President for Resource Generation & Auxiliary Services**. The Project Manager will verify that there is no conflict with existing bookings and ensure the feasibility of the request.
- Even if the venue usage is approved as free, the requesting party shall still be **required to pay for the utility bills** (electricity & water usage, garbage fee).
- For the Convention Center the mandatory utility fee is **Php 500** per hour (*See Annex A for the basis of computation*)
- For the Center for Continuing Education (CCE) the following utility fee will apply:

	Without Aircon	With Aircon
Training Hall 1 <sup>st</sup> floor	Php 170/hr	Php 280/hr
Function Room (2 <sup>nd</sup> Floor) (inclusive of sound system)	Php 285/hr	Php 360/hr

*\*See Annex A for the basis of computation*

**Implementation:**

The proposed policies will take effect upon approval by the relevant university authorities (UADCO & BOR). Communication of these policies will be distributed to VSU Constituents to ensure awareness and compliance.

Submitted by:

  
**CRISLIN CRUZ-CORTEZ**  
IGP Head

  
**RODEN D. TROYO**  
Project Manager, Convention Center

  
**CHRISTY M. DESADES**  
Project Manager, CCE

## ANNEX A

### Computation of the Proposed JO Personnel Extended Hour Compensation

JO daily rate: Php 561.80 for 8 hours  
 Hourly rate:  $\text{Php } 561.80 \div 8 = \text{Php } 70.23$  per hour  
 Added Premium: Php 29.77 per hour  
 Proposed compensation for extended hour: **Php 100 per hour**

### Computation for the basis of hourly utility fee for the Convention Center

Month	KWH	Amount Billed	Amt/kwh	No. of days used	Av. # of hrs/day	Total no. hrs	Per hr rate
August	1857	16,880.22	9.09	7	5	35	482.29
July	2486	22,563.99	9.08	9	5	45	501.42
June	1624	14,774.79	9.10	6	5	30	492.49
May	2719	24,669.43	9.07	10	5	50	493.39
April	2108	19148.31	9.08	8	5	40	478.71
Average hourly rate							<b>489.66</b>

(Electricity) hourly rate: Php 489.66  
 Water & Garbage: Php 10.34

Total hourly utility bill: **Php 500 per hour**

### Computation for the basis of hourly utility fee for the CCE

	Training Hall (1st floor)		Function Room (2nd Floor)	
	w/o aircon	w/ aircon	w/o aircon	w/ aircon
Average hourly rent rate	325	545	550	700
% contribution for electricity bill	50.0%	50.0%	50.0%	50.0%
Hourly electricity rate	162.5	273	275	350
water & garbage	8	8	8	8
Total Hourly Utility Rate	170.5	280.5	283	358
<b>Adjusted total hourly utility rate</b>	<b>170</b>	<b>280</b>	<b>285</b>	<b>360</b>