

Preface

This 2017 Revised Code of the Eastern Visayas State University is comprehensively crafted with the ultimate goal of making it consistent with and contributory to the proper, effective and efficient implementation of laws, rules and regulations promulgated by the President of the Philippines, Congress of the Philippines, Civil Service Commission, Department of Budget and Management, Commission on Higher Education, Commission on Audit and such other government agencies concerned including the jurisprudence or doctrines enunciated by the Supreme Court of the Philippines.

The Code is organized according to the relevance and similarity of the provisions, and is comprised of 9 Books, 23 Titles, 63 Chapters, 165 Articles and 707 Sections. Book I provides the General Provisions; Book II contains the Governance of Eastern Visayas State University; Book III discusses the Instruction of the University; and Book IV comprises the other major functions of the University, namely: Research, Extension, and Production Services.

Discussed in Book V is the Personnel Matters of the University while the Administrative Matters and Financial Matters of the University are presented in Book VI and Book VII, respectively. On the other hand, the Miscellaneous Provisions and Concluding Provisions are provided in Book VIII, and Book IX, respectively.

The EVSU Board of Regents, in unison with the academic community, fervently hoped that this 2017 Revised Code of the University will help in achieving the mandates, four-fold functions, vision, mission, objectives, goals and continuing improvement of the University.

It is the noble intent of this Code to protect, advance and nurture the welfare of its stakeholders hence; it is pro-students, pro-faculty members, pro-non-teaching personnel. With certainty, it is also responsive to the ever changing needs and aspirations of its stakeholders and service areas with the end view of contributing to the attainment of the national, regional, local and institutional goals and thrusts.

The burning desire of the University in making its environment conducive for intellectual exchanges among faculty members, students and non-teaching personnel is the epitome of this Code guided by moral and ethical standards as enshrined in the 1987 Philippine Constitution and enabling laws.

Viewed as the bible of the University, this Code is the primary source of policies of all operational rules and guidance of the employees, students and clients of its Campuses, Colleges, Branches, Offices or Units.

Message

of

HON. J. PROSPERO E. DE VERA III, DPA

Commissioner, Commission on Higher Education

Chairperson, EVSU Board of Regents

Message
of
DR. DOMINADOR O. AGUIRRE, JR.
University President III



Republic of the Philippines
EASTERN VISAYAS STATE UNIVERSITY
 Tacloban City

BOARD OF REGENTS

Board Resolution No. 115

Series of 2017

RESOLUTION APPROVING/ADOPTING THE 2017 REVISED CODE OF THE EASTERN VISAYAS STATE UNIVERSITY OR THE 2017 REVISED UNIVERSITY CODE (COPY HERETO ATTACHED AS INTEGRAL PART HEREOF), EFFECTIVE IMMEDIATELY, SUBJECT TO THE APPLICABLE LAWS, RULES AND REGULATIONS, AND FOR OTHER PURPOSES

WHEREAS, the draft 2017 Revised Code of the Eastern Visayas State University or the 2017 Revised University Code has been drafted by the Board Committee on Review of Policies, Fees, Incentives and Assistance for Students & Employees created pursuant to Board Resolution No. 94, s. 2017;

WHEREAS, the draft 2017 Revised Code of the Eastern Visayas State University has been submitted to and discussed with the stakeholders or sectors on the schedules and venues, as follows:

1. Stakeholders' Consultations and Committee Meetings:

Dates	Time	Campuses	Number of Participants
January 27, 2017	8:00AM-10:30AM	Tanauan Campus	75
	11:30AM-1:00PM	Burauen Campus	54
	2:30PM-5:30PM	Dulag (Extension) Campus)	51
February 3, 2017	8:30AM-11:00AM	Ormoc City Campus	82
	1:30PM-4:00PM	Carigara Campus	48
February 4, 2017	8:30AM-11:00AM	Graduate School (Main Campus)	205
	1:30PM-4:00PM	NSTP	192
February 14, 2017	8:30AM-11:00AM	Tacloban City (Main Campus)	260
	1:00PM-3:00PM	EVSU-ISLS (Main Campus)	243

2. Sectoral Focus Group Discussions (FGD) and Committee Meetings:

Sector/s	Dates	Time	Venue	Number of Participants
Student	February 10, 2017	3:00PM-5:30PM	EVSU-Tanauan Campus	37
	February 18, 2017	8:30AM-10:00AM	Executive House, EVSU-Main Campus	36

Alumni and Alumni Relations Office	February 18, 2017	10:01AM - 12:30PM	Executive House, EVSU-Main Campus	27
Parents (GPTCA)	February 19, 2017	8:30AM-12:00NN	Executive House, EVSU-Main Campus	16
Non-Teaching Personnel, Campus Directors and Financial Officials (Directors/Heads, Budget Officers & Accountants)	February 24, 2017	9:00AM-2:00PM	La Villa Francisco Resort, Diit, Tacloban City	302
Faculty and College Deans		2:01PM-5:30PM	Graduate School, EVSU-Main Campus	85
University President	February 25, 2017	10:00AM -6:00PM	Executive House, EVSU-Main Campus	4

The participants in the foregoing activities were selected by their respective officials or associations' officers, as the case may be.

Comments, inputs and suggestions were gathered from the different sectors and were carefully studied and integrated to the draft.

WHEREAS, the draft of the 2017 Revised Code of the Eastern Visayas State University was submitted to the following:

- a. Commission on Higher Education (CHED)- Central Office, Quezon City;
- b. Commission on Audit (COA)- Central Office, Quezon City;
- c. Department of Budget and Management (DBM)- Central Office, Metro Manila;
- d. Civil Service Commission (CSC)- Central Office, Quezon City;
- e. University Administrative Council on March 1, 2017 (9:00-11:00AM) at the Office of the University President, EVSU-Main Campus;
- f. University Academic Council on March 1, 2017 (1:00-5:00PM) at the Auditorium, EVSU-Main Campus; and
- g. Board Committee on Finance, and Board Committee on Academic and Administration created by the EVSU Board of Regents on March 4, 2017 (9:00AM-12:00NN) at the Executive House, EVSU-Main Campus.

The comments and inputs provided by these agencies, and Board Committees and Councils of the University were also integrated accordingly; and

WHEREAS, the draft of the 2017 Revised Code of the Eastern Visayas State University was partially deliberated on March 6, 2017 First Regular Board Meeting and the Board resolved to give each Regent to submit their respective comments and suggestions;

WHEREAS, comments and suggestions submitted by the Regents including those raised during the 2017 Second Special Board Meeting on April 19, 2017 were deliberated and integrated to the attached copy of the University Code subject to their applicability and existing laws, rules and regulations;

WHEREAS, the draft of the 2017 Revised Code of the Eastern Visayas State University was published in the EVSU website for wide dissemination to and solicitation of inputs, comments and refinements to thereof;

NOW, THEREFORE:

BE IT RESOLVED AS IT IS HEREBY RESOLVES, by the EVSU Board of Regents to Approve/Adopt the 2017 Revised Code of the Eastern Visayas State University or the 2017 Revised University Code (*copy hereto attached as integral part hereof*), Effective Immediately, Subject to the Applicable Laws, Rules and Regulations.

Adopted/Approved this 19th day of April 2017 pursuant to Board Resolution No. 115, s. 2017 approved during the 2017 Second Special Board Meeting held at the 5th Floor, Conference Room, Ironwood Hotel, P. Burgos St., cor. Juan Luna St., Barangay 34, Tacloban City.

APPROVED:

J. PROSPERO E. DE VERA III, D.P.A.
Commissioner
Commission on Higher Education
Chairperson, EVSU Board of Regents

DOMINADOR O. AGUIRRE, JR., D.M.
University President III
Vice Chair, EVSU Board of Regents

FRANCIS JOSEPH G. ESCUDERO
Chair, Committee on Education
Senate of the Philippines
Member

ANN K. HOFER
Chair, Committee on Higher & Tech. Education
House of Representatives
Member

Represented by:

Represented by:

FRANCES ANN BASILIO PETILLA

FLORENCIO "BEM" GABRIEL NOEL

EDGARDO M. ESPERANCILLA, CESO II
Regional Director, DOST-Region VIII
Member

BONIFACIO G. UY, CESO IV
Regional Director, NEDA-Region VIII
Member

ROGELIO D. BASAS
President, Federation of EVSU Faculty
Association, Inc.
Member

MICHAEL L. MUZONES
President, Federation of Student
Governments of EVSU
Member

RAUL S. SOLIVA
President, Federation of Alumni
Associations of EVSU, Inc.
Member

PACIENTE A. CORDERO, JR.
Private Sector Representative
Member

DANIEL A. ARIASO SR., CESO II
Private Sector Representative
Member

I hereby certify to the correctness of the foregoing Resolution No. 115, s. 2017 as duly adopted by unanimous/affirmative vote by the EVSU Board of Regents during the 2017 Second Special Board Meeting held on April 19, 2017, as indicated above.

Certified Correct:

MA. BELINDA C. LORA, MAIS
Associate Professor III
University/Board Secretary



Republic of the Philippines
EASTERN VISAYAS STATE UNIVERSITY
Tacloban City

BOARD OF REGENTS

Board Committee on Finance

FOR: THE HONORABLE CHAIR AND MEMBERS
EVSU Board of Regents, Tacloban City

THRU: DR. DOMINADOR O. AGUIRRE, JR.
University President III

SUBJECT: Committee Report

FROM: Board Committee on Finance

=====
The Board Committee on Finance, to which the **2017 Revised Code of the Eastern Visayas State University** or the **2017 Revised University Code** (*copy hereto attached as integral part hereof*) has been referred to for further review and evaluation, and after presentation by the Board Committee on Review of Policies, Fees, Incentives and Assistance for Students & Employees Chaired by Regent Daniel A. Ariaso Sr., hereby respectfully submits its findings and recommendations, to wit:

1. The provisions of the subject **2017 Revised Code of the Eastern Visayas State University** were found to be consistent and compliant to applicable laws, rules and regulations; and
2. The Committee strongly recommends for the immediate approval/adoption and implementation of the said **2017 Revised University Code**.

Adopted this 4th day of March 2017 during the Committee Meeting held at Executive House, EVSU-Main Campus, Tacloban City.

BONIFACIO G. UY, CESO IV
Regional Director, NEDA-Region VIII
Member, EVSU Board of Regents
Committee Chair & Presiding Officer

EDGARDO M. ESPERANCILLA, CESO II
Regional Director, DOST-Region VIII
Member, EVSU Board of Regents
Committee Vice Chair & Presiding Officer

ROGELIO D. BASAS
President, Federation of EVSU Faculty
Association, Inc.
Member, Board Committee

MICHAEL L. MUZONES
President, Federation of Student
Governments of EVSU
Member, Board Committee

Certified Correct:

BELINDA C. LORA, MAIS
University/Board Secretary



Republic of the Philippines
EASTERN VISAYAS STATE UNIVERSITY
Tacloban City

BOARD OF REGENTS

Board Committee on Academic and Administration

FOR: THE HONORABLE CHAIR AND MEMBERS
EVSU Board of Regents, Tacloban City

THRU: DR. DOMINADOR O. AGUIRRE, JR.
University President III

SUBJECT: Committee Report

FROM: Board Committee on Academic and Administration

=====

The Board Committee on Finance, to which the **2017 Revised Code of the Eastern Visayas State University** or the **2017 Revised University Code** (*copy hereto attached as integral part hereof*) has been referred to for further review and evaluation, and after presentation by the Board Committee on Review of Policies, Fees, Incentives and Assistance for Students & Employees Chaired by Regent Daniel A. Ariaso Sr., hereby respectfully submits its findings and recommendations, to wit:

1. The provisions of the subject **2017 Revised Code of the Eastern Visayas State University** were found to be consistent and compliant to applicable laws, rules and regulations; and
2. The Committee strongly recommends for the immediate approval/adoption and implementation of the said **2017 Revised University Code**.

Adopted this 4th day of March 2017 during the Committee Meeting held at Executive House, EVSU-Main Campus, Tacloban City.

EDGARDO M. ESPERANCILLA, CESO II
Regional Director, DOST-Region VIII
Member, EVSU Board of Regents
Committee Chair & Presiding Officer

BONIFACIO G. UY, CESO IV
Regional Director, NEDA-Region VIII
Member, EVSU Board of Regents
Committee Vice Chair & Presiding Officer

ROGELIO D. BASAS
President, Federation of EVSU Faculty
Association, Inc.
Member, Board Committee

MICHAEL L. MUZONES
President, Federation of Student
Governments of EVSU
Member, Board Committee

Certified Correct:

BELINDA C. LORA, MAIS
University/Board Secretary



Republic of the Philippines
EASTERN VISAYAS STATE UNIVERSITY
 Tacloban City

BOARD OF REGENTS

Board Committee on Review of Policies, Fees, Incentives and Assistance for Students and Employees

FOR: THE HONORABLE CHAIR AND MEMBERS
EVSU Board of Regents
Tacloban City

THRU: DR. DOMINADOR O. AGUIRRE, JR.
University President III

SUBJECT: Committee Report No. 1, s. 2017

FROM: Board Committee on Board Committee on Review of Policies, Fees, Incentives and Assistance

=====
 The Board Committee on Review of Policies, Fees, Incentives and Assistance for Students & Employees, to which the **2017 Revised Code of the Eastern Visayas State University** or the **2017 Revised University Code** (*copy hereto attached as integral part hereof*) has been referred to for drafting, study, review and evaluation, hereby submit its report and recommendations, to wit:

1. The draft **2017 Revised Code of the Eastern Visayas State University** or the **2017 Revised University Code** has been submitted to and discussed with the stakeholders or sectors on the schedules and venues, as follows:

1.1. **Stakeholders' Consultations and Committee Meetings:**

Dates	Time	Campuses	Number of Participants
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1.2. **Sectoral Focus Group Discussions (FGD) and Committee Meetings:**

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The participants in the foregoing activities were selected by their respective officials or associations' officers, as the case may be.

Comments, inputs and suggestions were gathered from the different sectors and were carefully studied and integrated to the draft.

2. The draft of the 2017 Revised Code of the Eastern Visayas State University was submitted to the following:
 - 2.1. Commission on Higher Education (CHED)- Central Office, Quezon City;
 - 2.2. Commission on Audit (COA)- Central Office, Quezon City;
 - 2.3. Department of Budget and Management (DBM)- Central Office, Metro Manila;
 - 2.4. Civil Service Commission (CSC)- Central Office, Quezon City;
 - 2.5. University Administrative Council on March 1, 2017 (9:00-11:00AM) at the Office of the University President, EVSU-Main Campus;
 - 2.6. University Academic Council on March 1, 2017 (1:00-5:00PM) at the Auditorium, EVSU-Main Campus; and

- 2.7. Board Committee on Finance, and Board Committee on Academic and Administration created by the EVSU Board of Regents on March 4, 2017 (9:00AM-12:00NN) at the Executive House, EVSU-Main Campus.

The comments and inputs provided by these agencies, and Board Committees and Councils of the University were also integrated accordingly.

3. The Committee did not receive any opposition to the final draft of the **2017 Revised Code of the Eastern Visayas State University**, whether in whole or in part/s.

Premises considered, the Committee strongly recommends for the immediate approval/adoption and implementation of the said **2017 Revised Code of the Eastern Visayas State University**.

Adopted this 4th day of March 2017 during the Committee Meeting held at Executive House, EVSU-Main Campus, Tacloban City.

DANIEL A. ARIASO SR., MEcon., CESO II

*Member, EVSU Board of Regents
(Private Sector Representative)
Committee Chair & Presiding Officer*

ROGELIO D. BASAS

President, Federation of EVSU Faculty
Association, Inc.
Member, Board Committee

MICHAEL L. MUZONES

President, Federation of Student
Governments of EVSU
Member, Board Committee

Certified Correct:

BELINDA C. LORA, MAIS

*Associate Professor III
University/Board Secretary
Committee Secretary*



Republic of the Philippines
EASTERN VISAYAS STATE UNIVERSITY
Tacloban City

ADMINISTRATIVE COUNCIL

Resolution No. _____
Series of 2017

RESOLUTION RECOMMENDING TO THE EVSU BOARD OF REGENTS, THROUGH THE UNIVERSITY PRESIDENT, FOR APPROVAL/ADOPTION OF THE 2017 REVISED CODE OF THE EASTERN VISAYAS STATE UNIVERSITY MANUAL OR THE 2017 REVISED UNIVERSITY CODE (COPY HERETO ATTACHED AS INTEGRAL PART HEREOF), EFFECTIVE IMMEDIATELY, SUBJECT TO APPLICABLE LAWS, RULES AND REGULATIONS

After presentation by the Board Committee on Review of Policies, Fees, Incentives and Assistance for Students & Employees Chaired by Regent Daniel A. Ariaso Sr., and thorough discussion by the Members, the EVSU-Administrative Council, on motion of DR. FELIXBERTO E. AVESTRUZ, duly seconded by DR. ROLANDO V. MUSCA, hereby recommends to the EVSU Board of Regents, through the University President, for Approval/Adoption of the 2017 Revised Code of the Eastern Visayas State University Manual, hereinafter referred to as the 2017 Revised University Code (*copy hereto attached as integral part hereof*), Effective Immediately, Subject to Applicable Laws, Rules and Regulations.

Adopted this 1st day of March 2017 during the Regular Council Meeting of the EVSU-Administrative Council held at Office of the University President, EVSU-Main Campus, Tacloban City.

ATTESTED/APPROVED:

DOMINADOR O. AGUIRRE, JR., DM
University President III
Chair & Presiding Officer, EVSU-Administrative Council

Certified Correct:

MA. BELINDA C. LORA, MAIS
Associate Professor III
University/Board Secretary
Secretary, Administrative Council



Republic of the Philippines
EASTERN VISAYAS STATE UNIVERSITY
Tacloban City

ACADEMIC COUNCIL

Resolution No. 100-A
Series of 2017

RESOLUTION RECOMMENDING TO THE EVSU BOARD OF REGENTS, THROUGH THE UNIVERSITY PRESIDENT, FOR APPROVAL/ADOPTION OF THE 2017 REVISED CODE OF THE EASTERN VISAYAS STATE UNIVERSITY MANUAL OR THE 2017 REVISED UNIVERSITY CODE (COPY HERETO ATTACHED AS INTEGRAL PART HEREOF), EFFECTIVE IMMEDIATELY, SUBJECT TO APPLICABLE LAWS, RULES AND REGULATIONS

After presentation by the Board Committee on Review of Policies, Fees, Incentives and Assistance for Students & Employees Chaired by Regent Daniel A. Ariaso Sr., and thorough discussion by the Members, the EVSU-Administrative Council, on motion of DR. BENEDICTO MILITANTE JR., duly seconded by DR. ROLANDO V. MUSCA, hereby recommends to the EVSU Board of Regents, through the University President, for Approval/Adoption of the 2017 Revised Code of the Eastern Visayas State University Manual, hereinafter referred to as the 2017 Revised University Code (*copy hereto attached as integral part hereof*), Effective Immediately, Subject to Applicable Laws, Rules and Regulations.

Adopted this 1st day of March 2017 during the Regular Council Meeting of the EVSU-Academic Council held at the Auditorium, EVSU-Main Campus, Tacloban City.

ATTESTED/APPROVED:

DOMINADOR O. AGUIRRE, JR., DM
University President III
Chair & Presiding Officer, EVSU-Academic Council

Certified Correct:

GREGORIA C. DE LA CRUZ, MAIS
Associate Professor V
University Registrar III
Secretary, Academic Council

Brief History of the University

The Eastern Visayas State University had its humble beginnings in 1907, as a part of the Provincial school. It became a separate educational entity in 1915 and was renamed as the Leyte Trade School funded by the Provincial government. In 1953, after thirty-eight years, it was renamed as the National Provincial Trade School by virtue of Republic Act No. 406 funded jointly by the National and Provincial Government to cover a wider curricular area. In 1961, the Congress of the Philippines passed Republic Act No. 1516 converting it into the Leyte Regional Arts and Trades and authorizing it to become a training institution, for vocational and industrial education in Eastern Visayas. Finally, Republic Act No. 4572 enacted by the congress of the Philippines which took effect in the school year 1965-1966 further converting the school into a chartered college. It was renamed the Leyte Institute of Technology, an institute of higher learning committed to the service of a larger academic area of responsibility.

For SY 1999-2000, LIT has its satellite campus, the Ormoc satellite Campus. In 1999, pursuant to the provisions of Republic Act No. 7722, Republic Act No. 8292 and Republic Act No. 8745 and Board Resolutions No. 59, Series of 1999, two CHED Supervised institutions (CSIs) in Leyte, namely the Leyte College of Arts and Trades and the Burauen Polytechnic College were integrated to LIT. The LIT Dulag Community Satellite Campus started in SY 2000-2001. The Carigara School of Fisheries was integrated to LIT, the second phase of CSIs institution to SUCs.

In 2002-2003, LIT had continued accomplishing its significant role and responsibility to the people in the region. The introduction of new programs, technological and business, the realignment of courses, and high-passing percentage of the engineering and other professional programs established a great challenge and gigantic responsibility to the institution.

Finally, in 2004, Republic Act No. 9311 converted the Leyte Institute of Technology, into Eastern Visayas State University, a challenge to serve Eastern Visayas, through academic excellence and technological development.

Vision, Mission, Philosophy of the University

VISION

Leading State University in Technological and Professional Education

MISSION

Develop a Strong Technologically and Professionally Competent
Productive Human Resource Imbued with Positive Values
Needed to Propel Sustainable Development

PHILOSOPHY

EVSU addresses its academic endeavors towards the development of the socio economic condition of region VIII by emphasizing the development of human resources and necessary input to production and growth. It plays a major role in providing the human resources for industrial agri-business enterprises as well as for the small, medium, and large-scale industries, which are the components for regional development

The University Hymn

Lyrics: BELINDA C. LORA
Music: BIATO C. AMBE, JR.

There's a dawn of a new day breaking
There's a ray of light reaching
Every corner of the land
It's radiance keeps on spreading
Bringing hope and strength and life

There's a flame that keeps on burning
Touching the mind, the heart and the soul
Sending Knowledge truth, love, and wisdom
abundant blessings from GOD above

Refrain:

Beloved Eastern Visayas State University
Your blessed flame shall forever burn in our hearts
We give you outmost commitment and dedication
You shall shine with pride throughout the nation

Coda:

Shine with gladsome light
Oh alma mater dear
Lead our steps to path of excellence
Success, fulfillment and glory awaits.

The *EVSU* March

You're the shining glory of love,
You're the light that comes from above,
You're the precious gift I have,
I will treasure you in my heart.

You're an utmost shelter of mind,
You're the greatest pride of mankind,
You have the golden fruits to reap,
You're the sweetest hope of land.

Oh dear Alma Mater,
Eastern Visayas State University,
Your name is ringing in my heart,
There is love and joy from the start,
The abundance of your foundation,
Is a great help of our nation,
For in you is the fountain of wisdom
And your light is our shining freedom.

You're the precious gift from heaven,
You're the sweetest hope of land.

The ASEAN Hymn

ASEAN, Oh ASEAN
Our voices rise as one
From land to land
From sea to sea
Reach out for everyone

ASEAN, Oh ASEAN
Let's link our arms and stand
Behold the sun has risen to
The level of our eyes

Behold the sun has risen to
The level of our eyes

Acknowledgement

The Eastern Visayas State University (EVSU), through its Board of Regents and the University President, wishes to extend its deepest appreciation and thanks to all persons, who in one way or another, helped craft, review, evaluate and polish this noble 2017 Revised University Code.

The EVSU Family is grateful to the Board Committee on Review of Policies, Fees, Incentives and Assistance for Students & Employees Chaired by Regent Daniel A. Ariaso Sr., for comprehensively drafting the this 2017 Revised University Code and for steering the Stakeholders' Consultation and Sectoral Focus Group Discussion (FGD); the Board Committee on Finance Chaired by Director Bonifacio G. Uy, and Board Committee on Academic and Administration Chaired by Director Edgardo M. Esperancilla for their immediate review and for providing inputs which further strengthened this University Code.

Special thanks to the Vice Presidents, Campus Directors, College Deans, Heads, Chiefs, Chairpersons and Coordinators as well as Faculty Members, Non-Teaching Personnel, Students, Alumni, and Industry and Community Partners for their active participation during the Stakeholders' Consultation and Sectoral Focus Group Discussion. Indeed, their inputs contributed in shaping this University to be responsive and embodying the ideals and aspirations of the EVSU Family.

May the God Almighty Bless you all!

EVSU Family

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