



**Central Student Government**  
**Fourth Students' Congress**  
Holy Name University  
City of Tagbilaran

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*Begun and held in the Central Student Government Office of Holy Name University on Friday, the Thirtieth Day of June, Year Two Thousand Twelve.*

**ACT OF CONGRESS NO. 14**

**AN ACT APPROVING THE TWO THOUSAND TWELVE TO TWO THOUSAND THIRTEEN STUDENT ADMINISTRATIVE YEAR APPROPRIATION OF THE CENTRAL STUDENT GOVERNMENT AMOUNTING TO ONE MILLION ONE HUNDRED TWENTY SIX THOUSAND SEVENTY NINE PESOS AND THIRTY FOUR CENTAVOS (P 1,126,079.34)**

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*Be it enacted by the members of the Students' Congress duly assembled:*

**"WHEREAS"**, presented to this August Body for deliberation is the Central Student Government Appropriation covering the period of May Nineteen Two Thousand Twelve to May Two Thousand Thirteen;

**"WHEREAS"**, presented to this Honorable Body are the consolidated items for specific departmental budget allocations of the different bodies of the CSG namely the Executive Department, Students' Congress, Commission on Audit, Electoral Commission and Office of the President Solid Waste Management Council which in their nature are in tune with goals, objectives, and functions of the aforementioned bodies as mandated by the 2010 CSG Constitution and other pertinent laws;

**"WHEREAS"**, the Students' Congress which is composed of the different elected representatives of the students in the national level and local level, is the duly constituted body mandated to approve the appropriations of the CSG;

**"WHEREAS"**, this Appropriation will serve as the official guide of the CSG in the use of its funds generated from the collection of the CSG fees;

**"WHEREAS"**, the Two Thousand Twelve to Two Thousand and Thirteen Appropriation is aimed at catering activities which are very essential for the continued realization of the CSG's strategic plans which for their reasons and purpose are geared towards the development of the involvement of the students;

**"WHEREAS"**, the CSG is sincere in providing a clear-cut direction particularly on the financial allocations of the student government in order to bear utmost transparency in the planning of its expenditures and to enhance upon its consciousness that it is under obligation to make known to the students its budget and plans;

**"WHEREAS"**, the CSG concurs with the generally-accepted principles of sound fiscal management as provided for by law in the execution of its policies and programs to gain the trust and confidence of the students;

**THEREFORE, BE IT ENACTED BY THE MEMBERS OF THE STUDENTS' CONGRESS DULY ASSEMBLED;**

**SECTION 1. Title.** This Act shall be entitled, **"THE CENTRAL STUDENT GOVERNMENT TWO THOUSAND TWELVE (2012) TO TWO THOUSAND THIRTEEN (2013) STUDENT ADMINISTRATIVE YEAR APPROPRIATION ACT."**

**SECTION 2. Appropriation and Source.** The sum of **One Million One Hundred Twenty Six Thousand Seventy Nine Pesos and Thirty Four Centavos (P 1,126,079.34)** which shall be taken from the collection of CSG Fees is hereby appropriated.

**SECTION 3. Purpose of Appropriation.** The sum of **One Million One Hundred Twenty Six Thousand Seventy Nine Pesos and Thirty Four Centavos (P 1,126,079.34)** herein appropriated shall be used for the different undertakings of the departments of the CSG and other bodies concerned which assist the student body in the performance of its aims and goals such as the:

- (1) Conduct of activities and other events which will promote cordial and dynamic relations among the students;
- (2) Carrying out of advocacies which will advance the rights and responsibilities of students;
- (3) Holding or sponsorship of programs which are essential for the development of the students;
- (4) Implementations of the policy-driven activities which will strengthen the CSG as a responsive, competent, and efficient structure of student administration geared towards the upliftment and strengthening of the student governance;
- (5) Conferment of privileges and benefits to student leaders and students who have given exemplary contributions to the CSG, the school, and the sector to which they represent;
- (6) Exposure of students through attendance and participation in contests, conventions, seminars, workshops, assembly, and conferences which are very helpful in the acquisition of fresh learning and ideas; and
- (7) Operational and incidental expenses which are necessary for the proper, efficient, and effective discharge of functions of the departments and agencies of the CSG.

**SECTION 4. Breakdown of Budget.** The amount of **One Million One Hundred Twenty Six Thousand Seventy Nine Pesos and Thirty Four Centavos (P 1,126,079.34)** is hereby broken down as follows:

**A. SURPLUS**

1.) CSG Surplus S.A.Y. 2011 - 2012 P 132,619.34

**B. INFLOW**

1.) First Semester 5,816 x P 80.00 CSG Fee P 465,280.00  
 2.) Second Semester 5,065 x P 80.00 CSG Fee P 405,200.00  
 3.) Summer Term 2013 1,892 students x P 65.00 CSG Fee P 122,980.00  
 P 1,126,079.34

**P 1,126,079.34**

**C. LESS**

1.) Service Charge 5% P 56,303.97  
 2.) Allowance for Doubtful Accounts 7% P 78,825.55  
 P 135,129.52

**P 990,949.82**

**D. AVAILABLE FUNDS FOR APPROPRIATIONS P 990,949.82**

**I. THE CONSTITUTIONAL COMMISSIONS**

**A. Commission on Audit (COA)**

NO.	ACTIVITIES/OPERATIONS	TARGET DATE OF IMPLEMENTATION	BUDGET
1	COA Orientation to Local Officers on the	June 30, 2012	4,000.00

	Implementation of the CSG Accounting and LGU Evaluation		
2	COA Audit and Evaluation for CSG Local Departments (First Semester) and Audit Result Findings - Conference	October 22 to 26, 2012	15,000.00
3	Semestral Documentation and Filing	October 22 to 26, 2012	300.00
4	COA Re-Orientation to CSG National and Local Officers on the Implementation of the CSG Accounting System and LGU Re-Evaluation	October 31, 2012	2,800.00
5	COA Audit and Evaluation for CSG Local Departments (Second Semester) and Audit Result Findings - Conference	April 1 to 5, 2012	16,000.00
6	ID's of COA Commissioners	July 2012	500.00
7	Year-end Documentation and Filing	April 1 to May 12, 2012	400.00
<b>TOTAL</b> <b>P 39,000.00</b>			
<b>RUNNING BALANCE</b> <b>P 951,949.82</b>			

#### B. Electoral Commission (ELECOM)

NO.	ACTIVITIES/OPERATIONS	TARGET DATE OF IMPLEMENTATION	BUDGET
1	ELECOM Planning for the CSG National and Local Elections 2012	November 8, 2012	300.00
2	Elections Awareness Campaign	February 1 to February 28, 2013	2,000.00
3	CSG National and Local Elections 2012	March 1, 2013	30,000.00
4	Year-end Documentation and Filing	April 1 to May 12, 2013	300.00
<b>TOTAL</b> <b>P 32,600.00</b>			
<b>RUNNING BALANCE</b> <b>P 919,349.82</b>			

#### II. LEGISLATIVE DEPARTMENT/STUDENTS' CONGRESS

NO.	ACTIVITIES/OPERATIONS	TARGET DATE OF IMPLEMENTATION	BUDGET
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1	CSG Vice-President - 50% Scholarship Privilege School Year 2011-2012	June 2012 to March 2013	15,582.62
2	Operational Budget (Php 2,500.00 every month x 12 months)	June 2012 to May 2013	30,000.00
3	Training and Workshop	June to October 2012	8,000.00
4	Semestral Documentation and Filing	October 22 to 26, 2012	300.00
5	Year-end Documentation and Filing	April 1 to May 12, 2013	300.00
<b>TOTAL</b> <b>P 54, 182.62</b>  <b>RUNNING BALANCE</b> <b>P 865, 167.2</b>			

### III. JUDICIAL DEPARTMENT/SUPREME STUDENT COURT

NO.	ACTIVITIES/OPERATIONS	TARGET DATE OF IMPLEMENTATION	BUDGET
1	Operational Budget (Php 300.00 every month x 12 months)	June 2012 to May 2013	3,600.00
2	Skills Training for new Justice's and Student Court Clerks	July 21, 2012	300.00
3	Semestral Documentation and Filing	October 22, 2012	300.00
4	Year-end Documentation and Filing	April 1 to May 12, 2013	300.00
<b>TOTAL</b> <b>P 4,500.00</b>  <b>RUNNING BALANCE</b> <b>P 860, 667.2</b>			

### IV. EXECUTIVE DEPARTMENT

#### A. Executive Operations

NO.	ACTIVITIES/OPERATIONS	TARGET DATE OF IMPLEMENTATION	BUDGET
1	CSG President - 100% Scholarship Privilege School Year 2012-2013	June 2012 to May 2013	20,431.32
2	Operational Budget (Php 2,000.00 every month x 12 months)	June 2012 to May 2013	24,000.00

3	Operational Supplies (Centralized) and Printer	June 2012 to May 2013	44,000.00
4	Participation and Involvement in Seminars and Conventions	June 2012 to May 2013	54,601.06
5	Local Government Units - Allotment	June 2012 to March 2013	60,000.00
6	Semestral Documentation and Filing	October 22 to 26, 2012	300.00
7	Year-end Documentation and Filing	April 1 to May 12, 2013	300.00
<b>TOTAL</b> <b>P 203, 632.38</b>  <b>RUNNING BALANCE</b> <b>P 657, 034.82</b>			

**B. Office of the President – Solid Waste Management Council (SWMC)**

NO.	ACTIVITIES/OPERATIONS	TARGET DATE OF IMPLEMENTATION	BUDGET
1	Solid Waste Management Campaign Week (S.W.M.C Week)	August 13 to 18 2012	10,000.00
2	Solid Waste Management Week Evaluation	August 21, 2012	300.00
3	Year-end Documentation and Filing	October 22 to 26, 2012	300.00
<b>TOTAL</b> <b>P 10, 600.00</b>  <b>RUNNING BALANCE</b> <b>P 646, 434.82</b>			

**C. League of Governors**

NO.	ACTIVITIES/OPERATIONS	TARGET DATE OF IMPLEMENTATION	BUDGET
1	Operational Budget (Php 500.00 every month X 12 months)	June 2012 to May 2013	6,000.00
2	Semestral Documentation and Filing	October 22 to 26, 2012	300.00
3	Year-end Documentation and Filing	April 1 to May 12, 2013	300.00
<b>TOTAL</b>			

<b>P 6,600.00</b>  <b>RUNNING BALANCE</b> <b>P 639, 834.82</b>
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**D. Department for Talents and Skills**

<b>NO.</b>	<b>ACTIVITIES/OPERATIONS</b>	<b>TARGET DATE OF IMPLEMENTATION</b>	<b>BUDGET</b>
1	CSG Talents Workshop (1st Semester)	August 2012	5,000.00
2	CSG Talents Workshop (2nd Semester)	January 2013	5,000.00
3	Year-end Documentation and Filing	April 1 to May 12, 2013	300.00
<b>TOTAL</b> <b>P 10,300.00</b>  <b>RUNNING BALANCE</b> <b>P 629, 534.82</b>			

**V. INSTITUTIONAL ACTIVITIES**

<b>NO.</b>	<b>ACTIVITIES/OPERATIONS</b>	<b>TARGET DATE OF IMPLEMENTATION</b>	<b>BUDGET</b>
1	CSG Inauguration 2011 - Oath Taking and Turn-over Ceremony	June 2, 2012	12, 910.00
2	CSG Basic Student Leadership Training	June 1 to 3, 2011	19,393.55
3	CSG 20th year Celebration and Acquaintance Party	July 20, 2012	50,000.00
4	CSG Awards for October Graduates	October 1 to 20, 2012	9,000.00
5	CSG Organized and Sponsored Activities for Intramurals	September 4 to 8, 2012	150,000.00
6	CSG Film Festival 2012	September 2012	15,000.00
7	Semestral Evaluation, Team Building and Tribute to CSG Graduates	October 27 to 21, 2011	25,000.00
8	CSG Halloween Party / CSG Student's Day 2012	November 16, 2012	20,000.00
9	3 <sup>rd</sup> HNU Christmas Special 2012	December 1 to 14, 2012	55,000.00
10	CSG Organized and Sponsored Activities for 65 <sup>th</sup> HNU Days and 20 <sup>th</sup> CSG Days	February 15 to 18, 2012	200,000.00

11	CSG Awards for March Graduates	February 1 to March 24, 2012	15,000.00
12	Year end Evaluation, Retreat, Team Building and Tribute to CSG Graduates	April 6, 2012	29,000.00
<b>TOTAL</b>			
<b>P 600,303.55</b>			
<b>RUNNING BALANCE</b>			
<b>P 29,231.27</b>			

#### VI. SPECIAL PROJECTS

NO.	ACTIVITIES/OPERATIONS	TARGET DATE OF IMPLEMENTATION	BUDGET
1	1 <sup>st</sup> Release of CSG Newsletter (First Semester CSG Report)	November 6 to 9, 2012	14,615.63
2	2 <sup>nd</sup> Release of CSG Newsletter (Second Semester CSG Report)	April 15 to 16, 2013	14,615.64
<b>TOTAL</b>			
<b>P 29,231.27</b>			
<b>RUNNING BALANCE</b>			
<b>P 0.00</b>			

#### VII. EXECUTIVE SUMMARY

ITEM NO.	ACTIVITIES/OPERATIONS	BUDGET	PERCENTAGE SHARE (%)
<b>I. CONSTITUTIONAL COMMISSIONS</b>			
A	Commission on Audit	39,000.00	3.94
B	Electoral Commission	32,600.00	3.29
<b>II. LEGISLATIVE DEPT./STUDENTS' CONGRESS</b>		40,093.92	5.47
<b>III. JUDICIAL DEPT./SUPREME STUD'T COURT</b>		4,500.00	0.45
<b>IV. EXECUTIVE DEPARTMENT</b>			
IV A	Executive Operations	207,721.08	20.54
IV B	Office of the President – Solid Waste Management Council	15,600.00	1.07
IV C	League of Governors	6,600.00	0.68

IV D	Department for Talents and Skills	10,300.00	1.04
<b>V. INSTITUTIONAL ACTIVITIES</b>		605,303.55	60.58
<b>VI. SPECIAL PROJECTS</b>		29,231.27	2.94
<b>GRAND TOTAL</b>		<b>990,949.82</b>	<b>100%</b>

**SECTION 5. Institutional Budgets.** The budgets of the Constitutional Commissions, the Students, Congress, and the Executive Department as provided for in this Act shall only be utilized for spending by the institutions/departments concerned through the items allocated. The CSG President shall have exclusive jurisdiction in the allocation, reallocation and disbursement of the budgets appropriated for the Executive Department, Institutional Activities and Special Project.

As such, the institutions/departments shall enjoy fiscal autonomy in the use of their funds. Fiscal autonomy may mean that in no manner shall the budget of one department be reduced, changed or moved by another department/institution to another without the written consent of the head of the department/ institution concerned.

**SECTION 6. Realignment Procedures.** The CSG President may realign items which are provided for in the institutions/departments for a specific activity provided that he/she obtains a written consent from the departments concerned and Realignment Measure submitted as such to the Students' Congress for approval. A vote of simple majority by the members of the Students' Congress may approve the realignment. Items to be realigned must only limit to the items to be changed and the funds available for realignment.

**SECTION 7. Budget Request and Release Standard Procedure.** Only the Executive Department is authorized to file for budget request in behalf of the CSG through the CSG President or to his duly authorized or designated officer to the school particularly the Finance Office which is the keeper of the funds of the CSG.

Any CSG officer concerned who is charged with a specific activity may submit to the CSG President a formal budget request which before shall have been reviewed by the CSG Internal Auditor, attested by the Finance Secretary, and certified by the Budget Secretary for the availability of funds. The CSG President then in his discretion shall note for approval the budget request for transmission to the Holy Name University Vice-President for Finance. The same procedure shall apply to heads of CSG institutions/departments.

In case a financial assistance request is filed, the same procedure shall follow as stated in the preceding paragraph. The CSG President shall then file for a formal budget request to the HNU Vice-President for Finance after approving the financial assistance request.

In case the CSG President himself/herself is the one filing the budget request, the request shall still be reviewed by the HNU Internal Auditor, attested by the Finance Secretary, and certified by the Budget Secretary for the availability of funds.

All budget requests shall pass through the Student Affairs Office Director first for his information and endorsement. The SAO Director shall not endorse the budget request the moment the item of activity is not provided for in the Appropriations, Realignment Measures, or Supplemental Budget as approved by the Students' Congress of the CSG. The SAO Director shall immediately inform the CSG particularly the CSG President when such case occurs.

Once the budget request is endorsed by the SAO Director, it shall be forwarded to the HNU Vice-President for Finance for proper processing. Only the CSG President is authorized to claim in the Finance Office the budget request release. However, he/she may designate the CSG Vice-President, Executive Secretary, or the Finance Secretary to claim the budget request release in his behalf. The CSG President may specify in the budget the specific officers who shall be authorized to claim the budget request release.

**SECTION 8. Allowances.** There shall be provided herewith in this Act a specific coverage for the provision of allowances to the officer of the CSG which shall be duly authorized in the request for budget requests when attending and participating in seminars and conventions. The allowances shall include the day of the travel and the day of the homeward bound. Specific items for provisions are as follow:



- |                       |                                                                                                       |
|-----------------------|-------------------------------------------------------------------------------------------------------|
| a. Region 7           | P 1, 000.00 for the first six days per participant and<br>P 150.00 for the next succeeding days       |
| b. Region 6 and 8     | P 1, 500.00 for the first six days per participant and<br>P 200.00 for the next succeeding days       |
| c. Luzon and Mindanao | P 2,000.00 for the first five to six days per participant<br>and P300.00 for the next succeeding days |

The allowance item shall be exclusive of the terminal fees, lodging, registration fees, meals and contingency. Such items indicated as exclusive in the allowance shall be included in the budget breakdown as separate items.

Allowances as established in this article shall cover expenses like pasalubong and souvenir items, hygiene, medicines, clothes, meals and snacks outside the coverage of the registration fee, communication loads, transportation fares outside the coverage of the official itinerary and such other expenses which in their nature are personal but are contributory to the success of the representation in the activity. But for audit purposes, the said allowance shall be subjected to proper liquidation.

**SECTION 9. Contingency Fund.** There shall also be provided in this Act a specific coverage for Contingency Fund to be provided to the participants when attending and participating in seminars and conventions, provided however, that such Contingency Fund must be spent only for emergency purpose due to fortuitous events or other circumstances beyond the control of the participants which shall affect the official itinerary. Specific items for provisions are as follow:

- |                       |                             |
|-----------------------|-----------------------------|
| a. Region 7           | P 1, 000.00 per participant |
| b. Region 6 and 8     | P 1, 000.00 per participant |
| c. Luzon and Mindanao | P 1, 500.00 per participant |

The Contingency Fund shall be automatically included in the budget request and shall be subjected to proper liquidation. When the fund is declared by the Internal Audit of the CSG and of the School to be unjustifiably spent, the amount spent must be reimbursed immediately. Unused Contingency Funds must be returned and deposited back to the CSG accounts after every travel.

**SECTION 10. Auditing Procedures.** The general funds of the CSG shall be audited by the HNU Internal Audit. At the end of the semester, all expenses shall be duly reviewed, declared and in a report to be certified by the HNU Internal Audit with corresponding recommendations and penalties as the case may require.

**SECTION 11. Treatment of General Funds.** All money collected by the authority of the government for special purposes shall be treated as special funds and shall be paid out for such purposes only. If the purpose of the special fund has been fully accomplished the balance if any, shall automatically be transferred to the general funds of the CSG.

**SECTION 12. Miscellaneous Provisions.** The operational expenses as given and provided for in this Act shall include all incidental expenses necessary for the CSG to effectively discharge its functions both for the Executive and Legislative Departments. Said operational expenses shall be authorized for disbursement through a Resolution which will be filed by the CSG President and CSG Vice-President in behalf of the Executive and the Students' Congress respectively. The liquidation for such disbursement must be prepared by the Finance Secretary and audited by the Commission on Audit. When such liquidation is cleared by the Commission on Audit, it shall be attached in the Resolution and shall be forwarded to the Students' Congress for consideration.

The Operational Budget for both the Executive and Legislative Departments may also be used for the conduct of any unappropriated activity provided that it will undergo the standard procedure for budget request and release and not through any legislative disbursement process as stated in the earlier provision.

**SECTION 13. Authorship, Sponsorship, and Deliberation.** This Appropriations Measure is authored and sponsored by Honorable Vincent Louie A. Raotraot, and duly-deliberated by the members of the Students' Congress

**SECTION 14. Repealing Provision.** All provisions of this Act shall supersede existing provisions with regard to Appropriations unless invalidated or repealed by subsequent Acts. Any Resolution or Act of Congress previously created for purposes of appropriations shall be deemed repealed or invalidated.

**SECTION 15. Effectivity.** This Act shall take effect immediately after approval. Copies of this act shall be furnished to the offices of the HNU President, Vice-President for Finance, Vice-President for Administration, Director of Student Affairs, HNU Audit and HNU Finance. This Appropriations measure shall remain to be operative unless repealed or invalidated.

**Approved by:**

**LEO NIÑO O. MANIWANG**  
Presiding Officer, 4<sup>th</sup> Student Congress  
Central Student Government

**VINCENT LOUIE A. RAOTRAOT**  
President  
Central Student Government