

Records

# VISAYAS STATE UNIVERSITY

ViSCA, Baybay, Leyte

## FELLOWSHIP GRANT

KNOW ALL MEN BY THESE PRESENTS:

This agreement made and entered into by and between:

The Visayas State University (VSU) formerly the Leyte State University (LSU), which was renamed from LSU to VSU by virtue of R.A 9437 with principal office at Baybay City, Leyte, duly represented by the University President, **DR. EDGARDO E. TULIN** hereinafter referred to as the **GRANTOR**;

-and-

**PROF. MAGDALENE C. UNA JAN** of legal age, married, Filipino, with residence and postal address in **Sitio Nangka, Brgy Kilim, Baybay City, Leyte** hereinafter referred to as the **GRANTEE**;

### WITNESSETH

WHEREAS, the Visayas State University has to promote staff development through faculty Scholarship, Fellowship or Financial Assistance for graduate/post graduate work in major fields of specialization;

WHEREAS, the GRANTEE has fully and satisfactorily met all the requirements as to qualification, standards and criteria set for the **Grant**;

NOW, THEREFORE, for and in consideration of the mutual stipulations and conditions hereinafter contained, the parties do hereby agree as follows:

1. Subject to the terms and conditions stated below, the University hereby awards to the **Grantee**, and the latter hereby accepts a **Fellowship Grant** to be effective on **June 01, 2019 and to terminate on March 30, 2020** subject to renewal upon recommendation of the VSU Scholarship Committee and compliance with the pertinent provisions of this Contract for the completion of a Doctor in Information Technology to be pursued by the **Grantee** pursuant to and by virtue of this award, unless otherwise terminated earlier in accordance with this covenant. In case of an approved renewal or extension of **her Fellowship Grant** beyond the period specified in this Contract, there shall be no more necessity for another instrument to be drawn. However, the maximum period allowable to complete the degree is two (2) semesters only.
2. The **GRANTEE** agrees and binds *herself* to:
  - a. Pursue at the Technological Institute of the Philippines, Quezon City (TIP-QC) **under VSU Fellowship Grant**;
  - b. Conduct *herself* in a manner not to bring disgrace or dishonor to *herself* and/or *her* country and University;
  - c. Take full academic load every semester based on the approved Study Plan/Plan of Course Work without changing *her* degree or the field of specialization without prior clearance from the GRANTOR. If unable to enroll in a particular semester, she must temporarily return to work at VSU in order for her to continue receiving her salary and other benefits. Once reinstated, the monthly stipend, book allowance and other fellowship benefits shall be suspended during the whole period of reinstatement;



Dropping/filing of leave of absence within a semester is only allowed if due to sickness or other health reasons wherein treatment or rest is needed for the whole semester or school year as certified by a physician. After dropping, she must submit the following:

- a. Request for reinstatement.
- b. Application for appropriate leave of absence if necessary,
- c. medical certificate supporting the leave of absence.

Failure to reinstate shall result to the following:

1. The faculty shall be the one to pay the tuition and other school fees for that particular semester;
  2. The faculty shall refund to VSU all salaries, stipend and other benefits received in that semester.
- d. Conform to all rules, regulations and laws of the institution *she* is attending and to such other regulations as may be duly prescribed by the GRANTOR in connection with the Fellowship Grant;
  - e. Retain the **VSU Fellowship Grant** throughout the period unless compelled to withdraw for urgent reasons and upon approval of the **GRANTOR**;
  - f. Accept no other kind of Fellowship/Scholarship Grant without clearance from VSU. If the grantee is able to avail of another scholarship grant, she shall refund the amount of stipends, book allowance and other fellowship benefits she has availed from VSU (except salary) starting from the date of effectivity of the other scholarship.
  - g. Maintain a semestral grade point average acceptable to the graduate school and submit a progress report of *her* studies as basis for the yearly renewal of the grant;
  - h. Return to service shall only commence after completion of the degree subject of this grant. In case of health reasons and other justifiable causes, return to service may be temporarily allowed upon recommendation of the adviser and the Dean of Graduate School where the Grantee is studying, said service, however, shall not be considered as partial compliance of the GRANTEE's service obligation;
  - i. Return to VSU immediately at the end of the semester when *her* studies or course under the **GRANT** is completed. Should the grantee fail to return to service during the summer term immediately preceding his completion of the degree will mean that said absences will be WITHOUT PAY unless the GRANTEE has leave or service credits where her absences will be charged. Summer vacation pay is only granted to faculty members in active service as teachers for the full two semesters preceding the summer vacation.
  - j. Submit a written report on *her* studies within sixty (60) days after return to duty;
  - k. Serve VSU for a period of time at the rate of two years for every year or a fraction thereof not less than two months of enjoyment of the **GRANT** within the Philippines or outside the Philippines, less than two months of enjoyment of said grant shall be served for half the rate. Provided, that failure to comply with the provisions of this paragraph or willful abandonment of the grant, resulting to the non-completion of

ACKNOWLEDGMENT

REPUBLIC OF THE PHILIPPINES )  
PROVINCE OF LEYTE ) S. S.  
City OF BAYBAY )

BEFORE ME, this 28 day of FEB 2020, 2020, in the Municipality of Baybay, Province of Leyte, Philippines, personally appeared **Dr. EDGARDO E. TULIN and Prof. MAGDALENE C. UNA JAN** exhibiting to me their VSU ID. Nos. V000522 and V000525, personally known to me to be the same persons who executed the foregoing instrument and they acknowledged to me that the same is their free and voluntary act and deed.

This instrument consists of three (3) pages, including this page on which this acknowledgment is written, signed on the left hand margin of pages 1 and 2 and on the upper portion of this page by the parties and their witnesses and sealed with my notarial seal.

IN WITNESS WHEREOF I have hereunto set my hand on the day, year, and place above written.

Notary Public  
Until December 31, 2020  
PTR \_\_\_\_\_  
TAN \_\_\_\_\_

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Page No. 14 ;  
Book No. XXVIII ;  
Series No. 2020 ;

*Rysan D. Guinobor*  
ATTY. RYSAN D. GUINOBOR  
NOTARY PUBLIC  
UNTIL DECEMBER 31, 2020  
PTR 3768955 - BAYBAY, LEYTE - 1/16/2020  
IBP 111875 - TACLOBAN CITY - 1/23/2020  
MCLE COMP. NO. 0003619 - 01/22/17  
ROLL OF ATTORNEYS NO. 57467

