

VISAYAS STATE UNIVERSITY
ViSCA, Baybay, Leyte

FOR SABBATICAL LEAVE

TERMS OF REFERENCE

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-

DR. ANNIE P. GRAVOSO of legal age, married, Filipino, with residence and postal address at **Apt #49 Kilbourne, VSU, ViSCA, Baybay City, Leyte** hereinafter referred to as the **GRANTEE**;

WITNESSETH

WHEREAS, the Visayas State University has to promote and maintain its own merit system by encouraging its academic staff to study, investigate, undertake research on exchange professorship to improve staff competencies, efficiency and effectiveness through sabbatical assignment;

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

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 accepts a **Sabbatical Leave** to be effective on **August 1, 2019 and to terminate on July 31, 2020** and in compliance with the pertinent provisions of this Agreement for the completion of the sabbatical assignment to be pursued to and by virtue of this award, unless otherwise terminated earlier in accordance with this covenant;
2. The **GRANTEE** agrees and binds herself to:
 - a. Pursue a sabbatical assignment for which this award is granted for one (1) year from **August 1, 2019 and to terminate on July 31, 2020** of which her leave will be spent in the university;
 - b. She shall be cleared of all responsibilities from the university. She shall relinquish and turn-over all her duties and responsibilities in instruction, research, extension, production, administration and other responsibilities to another faculty or staff of the unit, during the whole duration of the sabbatical leave. As such, she shall cease to be entitled to the services and privileges accorded to faculty members who are on active service, such as:

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- b.1. use of office space, laboratory and other facilities of the unit and the university (except library)
 - b.2. utilizing the services of administrative and research/extension staff of the unit
 - b.3. use of department supplies, materials and equipment, including university vehicles
- c. She shall work on her intended sabbatical outputs, as approved by the BOR, during the period of the leave, and submit to the OVPI thru the APB a letter of intent to reinstate, the following outputs at the end of the Sabbatical period:
- 1. Three (3) research articles as **senior author**, published in a peer-reviewed reputable journal. A Certification from the Editor/s-In-Chief indicating that such article have been accepted for publication will suffice if the publication are not yet off the press at the end of the sabbatical assignment;
- d. Pay back VSU the full amount spent for *her Sabbatical Grant* if the **GRANTEE** fails to submit her sabbatical outputs at end of the Sabbatical Leave.
- e. Serve VSU for a period of one (1) year after her sabbatical assignment;
- f. The **GRANTEE** shall forfeit or otherwise cease to be entitled to all benefits and privileges (including travel privileges charged to the university) due her under this Agreement and shall likewise be required to reimburse in the same manner herein specified should she fail to comply or observe any of the obligations stipulated herein and for other causes within her control such as the following:
- f.1 Going on leave without pay after the end of her sabbatical leave;
 - f.2 Optional retirement from the service;
 - f.3 Removal from office for a cause; or
 - f.4 Revocation of the grant/privilege by competent authority on account of the Grantee's conduct or behavior prejudicial to the University interests.
- g. The **GRANTOR** binds to pay the **Grantee** salary and other benefits as provided by law for the duration of her sabbatical assignment.

IN WITNESS WHEREOF, we hereunto set our hands this 17 JUN 2019 day of _____, 2019 at Visca, Baybay City, Leyte, Philippines.


VISAYAS STATE UNIVERSITY
ViSCA, Baybay City, Leyte


By:


EDGARDO E. TULIN
Grantor


ANNIE P. GRAVOSO
Grantee

Signed in the presence of:


BEATRIZ S. BELONIAS
Witness


LOURDES B. CANO
Witness

ACKNOWLEDGEMENT

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

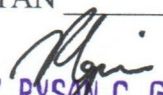
BEFORE ME, this _____ day of 17 JUN 2019, 2019, in the City of Baybay, Province of Leyte, Philippines, personally appeared **DR. EDGARDO E. TULIN** and **DR. ANNIE P. GRAVOSO** exhibiting to me their VSU ID Nos. V00522 and V00256 issued in Visca, Baybay City, Leyte, respectively, personally known to 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 consisting of three (3) pages including this acknowledgement has been signed on each 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, 2019
PTR _____
TAN _____

Doc. No. 2916 ;
Page No. 80 ;
Book No. XIII ;
Series No. 2019


ATTY. RYSAN C. GUINOCOR
NOTARY PUBLIC
UNTIL DECEMBER 31, 2020
PTR 2776248 - BAYBAY CITY, LEYTE - 1/25/19
IRF 048243 - TAGLOREAN CITY - 1/10/19
MCLE COMP. NO. VI-0003549 - 03/22/17
ROLL OF ATTORNEYS NO. 57467