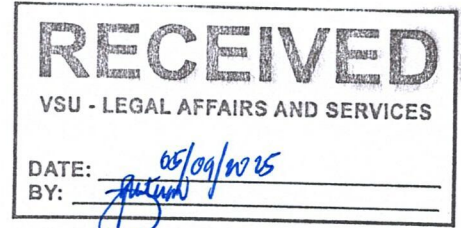


7 May 2025

Atty. Karen Abegail S. Monteron  
Director, Legal Affairs and Services  
Visayas State University  
Visca, Baybay City, Leyte



**Subject:** Request for review of contract for Dr. Tulin's Post-Doctoral Leave

Dear *Atty Monteron*:

Greetings!

I am writing to inform you of the recently approved proposal by the Board of Regents during the 119<sup>th</sup> BOR Meeting, specifically the "Authorization for the University President to sign the Contract for the third and final year of Dr. Ea Clarisse B. Tulin's post-doctoral leave without pay, covering the period March 1, 2025, to February 29, 2026."

During the Management Committee meeting held via Zoom on May 2, 2025, I was invited to participate. The President was pleased to announce that the BOR had approved all items presented, including the aforementioned proposal. Dr. Yepes has instructed me to process the contract promptly for review by Legal Counsel and subsequent formal signing by the faculty.


Although Ms. Ma. Fe L. Gayanillo, Secretary of the VSU Scholarship and Fellowship Committee - Academic Staff, had preliminary coordination with your office since last week, we would like to formally request your review of the attached draft contract related to the proposal.

Also, please find attached the following documents for your reference:

- BOR Resolution No. 73 s. 2025
- Letter from Dr. Yepes seeking authorization from the BOR for the University President to sign the contract for the third and final year of Dr. Tulin's postdoctoral leave

Thank you very much.

Very truly yours,

  
HONEY SOFIA V. COLIS  
Director, HRMD





**VISAYAS**  
STATE UNIVERSITY

OFFICE OF THE  
**UNIVERSITY AND  
BOARD SECRETARY**

## 119<sup>TH</sup> BOARD OF REGENTS MEETING

Agenda Item 3.2 : *Authorization for the University President to sign the Contract for the third and final year of Dr. Ea Kristine Clarisse B. Tulin's post-doctoral leave without pay, covering the period March 1, 2025 to February 29, 2026*

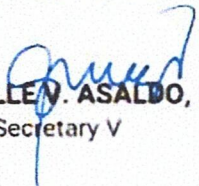
**NOW, THEREFORE**, on motion, duly seconded, and unanimously approved, be it;

**BOR Resolution No. 73, s. 2025**

**GRANTING THE UNIVERSITY PRESIDENT THE AUTHORITY TO SIGN THE CONTRACT FOR THE THIRD AND FINAL YEAR OF DR. EA KRISTINE CLARISSE B. TULIN'S POST-DOCTORAL LEAVE WITHOUT PAY, COVERING THE PERIOD MARCH 1, 2025 TO FEBRUARY 29, 2026.**

BOARD ACTION : **APPROVED**  
Date : April 29, 2025

Certified True and Correct:

  
**HAZELLE V. ASALDO, MDM**  
Board Secretary V





VISAYAS  
STATE UNIVERSITY

OFFICE OF THE  
PRESIDENT



Management  
System  
ISO 9001:2015  
Certificate No.  
15 110000000

23 April 2025

THE HONORABLE MEMBERS OF THE BOARD OF REGENTS

Visayas State University  
Visca, Baybay City, Leyte

Dear Honorable Members of the Board of Regents:

Greetings!

This is to respectfully transmit to you the relevant documentation and administrative actions relative to the **endorsement for the renewal of Dr. Ea Kristine Clarisse B. Tulin's postdoctoral leave without pay**, as endorsed by the Department of Biotechnology through their letter dated February 5, 2025, and received by the Office of the President.

Upon review of institutional records and as part of due diligence, this Office noted gaps in documentation related to the implementation of Board Resolution No. 141, s. 2022, which approved Dr. Tulin's leave effective March 2023. In response, and in order to ensure full compliance with said resolution and all Civil Service and university rules, the Office issued Memorandum No. 560, s. 2025 dated April 8, 2025, addressed to the UHRMDO Director and the former Legal Officer. The purpose was to formally seek **clarification and explanation regarding the non-execution of a return service contract** as stipulated in both the VSFC-AS and BOR-approved conditions of leave.

Following this directive, the Office received a formal response dated April 10, 2025, from Ms. Honey Sofia V. Colis (HR Director) and Atty. Rysan Guinocor (Former Legal Officer), which included a chronological report of actions taken as well as a justification for the absence of a finalized contract. The key highlights from their report are as follows:

- A draft contract was indeed prepared and transmitted via email in June 2023, but was not finalized due to unresolved legal concerns and the absence of a formal template for postdoctoral leave.
- Legal comments raised the issue that the initial contract did not explicitly cover the postdoctoral arrangement, nor did it include clear penalty clauses in the event of non-return.
- There is no duly executed return service contract for the first and second year of Dr. Tulin's postdoctoral fellowship (March 2023–February 2024, and March 2024–February 2025).

In view of these findings, and to ensure that Dr. Tulin's current and final year of postdoctoral leave (March 2024 to February 2025) is fully supported by appropriate documentation, we respectfully **seek authorization from the Board of Regents for the University President to sign the contract for the third and final year of Dr. Tulin's leave, covering the period March 1, 2025 to February 29, 2026.**

OFFICE OF THE PRESIDENT

2/F Administration Building, Visayas State University  
PQWW•RJM, Baybay City, Leyte, Philippines 6521  
Email: op@vsa.edu.ph | Website: [www.vsa.edu.ph](http://www.vsa.edu.ph)  
Phone: +63 53 565 0600 Local 1000



Page 1 of 2  
FM-OOP-05  
V06 01-23-2025  
No. 25-026



This authorization will address the procedural gap and reinforce compliance with the original BOR directive, while safeguarding institutional interests through a properly executed agreement.

All supporting documents, including the request and endorsement letters, minutes of meetings, resolution, justification, and explanatory memos, are herein attached for your reference and action.

Thank you very much for your kind attention and guidance.

Respectfully yours,



**PROSE IVY G. YEPES, EdD**

University President  
Visayas State University





**VISAYAS**  
STATE UNIVERSITY



**HUMAN RESOURCE  
MANAGEMENT AND  
DEVELOPMENT**

**EXCERPT FROM THE APPROVED MINUTES OF THE  
3<sup>RD</sup> VSFC-AS COMMITTEE MEETING**

OVPAAC Conference Room  
February 18, 2025

25 February 2025

**Ms. Donna Christene Q. Ramos**  
Head, Department of Biotechnology  
Visca, Baybay City, Leyte

Dear **Ms. Ramos**,


This is in connection with endorsement of the Department of Biotechnology Personnel Committee on **Dr. Ea Kristine Clarisse B. Tulin's** request for one-year renewal of her postdoctoral research fellowship leave without pay at Beth Israel Deaconess Medical Center, Harvard Medical School (HMS), Boston Massachusetts, USA. For her accomplishment, she has been producing novel monoclonal antibodies and characterizing their specificity towards the brain, cancer, and other human tissues. She submitted one paper which is currently being reviewed, writing several other manuscripts as a co-author, and preparing two more publications to wrap up her postdoctoral research fellowship. She would like to spend the remaining of her stay in Harvard making sure the antibodies are functional and useful in basic and clinical research. This is an exciting advancement to the field, and one that she is very excited to share with the VSU Community.

Quoted hereunder is the action of the VSU Scholarship/Fellowship Committee for Academic Staff thru its meeting dated February 18, 2025 which was approved by the University President.

VSFC-AS Res. No. 60  
Series of 2025

**Action:** Recommending approval for the renewal of her Post doctorate from March 1, 2025 until February 29, 2026 pursuant to her approved BOR request.

Certified True and Correct:

  
**MA. FEL. GAYANILLO**  
VSFC-AS, Secretary

Cc: **Dr. Ea Kristine Clarisse B. Tulin**  
LDHRAO Files

**LEARNING AND DEVELOPMENT OFFICE**  
Visayas State University, Baybay City, Leyte  
Email: [odahrd@vsu.edu.ph](mailto:odahrd@vsu.edu.ph)  
Website: [www.vsu.edu.ph](http://www.vsu.edu.ph)  
Phone: +63 53 565 0600 Local 1080



Management  
System  
ISO 9001:2015  
www.tuv.com  
02 21288888



Page 1 of 1  
**FM-VSU-10**  
V03 01-23-2025  
No. **L&D25-EXF- 75**





## **POST DOCTORAL 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. DR. PROSE IVY G. YEPES** hereinafter referred to as the **GRANTOR**;

-and-

**DR. EA KRISTINE CLARISSE B. TULIN** of legal age, single, Filipino, with residence and postal address in 103 Cogon heights, Ormoc City hereinafter referred to as the **GRANTEE**;

### **WITNESSETH**

WHEREAS, VSU is a CHED Center of Excellence (COE) in Agriculture and a National University in Region VIII, it is mandated to provide leadership in developing highly competitive human resource, relevant scientific knowledge, and innovative technologies to support the sustainable development of the Visayas Region in particular and the whole of the Philippines in general.

That pursuant to the BOR Resolution No. 141, s. of 2022 approving the request for Post-Doctoral Leave without pay effective February 1, 2022 for a duration of three years but renewable every year. The **GRANTEE** hereby agrees to the following terms and conditions:

1. That the **Grantee** is offered a **Post-Doctoral Research Fellowship in Immunology and Glycoscience at the Cumming Lab, Harvard Medical School (HMS), Harvard University, USA**;
2. That the **Grantee** shall keep up the standards set by Harvard University for a **Post-Doctoral award**;
3. That the **Grantee** shall conduct herself in a manner as not to bring disgrace or dishonor to herself and/or her country;
4. That the **Grantee** shall submit a midterm and final report of accomplishments to the VSU Scholarship and Fellowship Committee thru the Department Head and College Dean, and any publications derived from the postdoctoral assignment should be attached. The Visayas State University must be recognized in all these publications.
5. That the **Grantee** shall return to Visayas State University upon completion of her postdoctoral leave and render return service to the Visayas State University at a ratio of one year leave to one year return service. Since she still has not completed the contracted return service for her master's and doctoral study leave, the balance thereof shall be added to the return service required for this postdoctoral leave.



6. That should the Grantee fails to comply with the foregoing conditions through her fault or willful neglect, resignation, voluntary retirement or other causes within her control, she shall refund to her office the amount defrayed by the Philippine government and the sponsor as enumerated in Section 5.

IN WITNESS WHEREOF, we hereunto set our hands this \_\_\_\_ day of \_\_\_\_\_ at Baybay City, Leyte, Philippines.

**VISAYAS STATE UNIVERSITY**  
Visca, Baybay City, Leyte

By:

**EDGARDO E. TULIN**  
Grantor

**EA KRISTINE CLARISSE B. TULIN**  
Grantee

Signed in the presence of:

**BEATRIZ S. BELONIAS**  
Witness

**HONEY SOFIA V. COLIS**  
Witness

**ACKNOWLEDGMENT**

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

BEFORE ME, this \_\_\_\_ day of \_\_\_\_\_, 2023, in the Municipality of Baybay, Province of Leyte, Philippines, personally appeared Dr. **EDGARDO E. TULIN** and **DR. EA KRISTINE CLARISSE B. TULIN** exhibiting to me their VSU ID No. V000522 and VSU ID V00931, 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 Post-Doctoral Contract consists of three (3) pages, including this page on which this acknowledgment is written, signed on the left hand margin of every pages of this Financial Assistance Contract 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

Doc. No. \_\_\_\_;  
Page No. \_\_\_\_;  
Book No. \_\_\_\_;  
Series No. \_\_\_\_;