



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. ULYSSES A. CAGASAN of legal age, married, Filipino, with residence and postal address at **Apt. 21 Kilbourne Drive, 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 or go into exchange professorship to improve staff competencies, efficiency and effectiveness or for rest and renewal for qualified faculty through sabbatical leave;

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

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 (without)** which will commence on **September 1, 2022** and will **terminate on July 31, 2023** and in compliance with the pertinent provisions of this Agreement for the completion of the Sabbatical leave to be pursued to and by virtue of this award, unless otherwise terminated earlier in accordance with this covenant. Dr. Cagasan is qualified for the grant because *he* has earned PhD degree, holds an Associate Professor V position and has served the university for more than 14 years as faculty member;
2. The **GRANTEE** agrees and binds to wit:
 - a. Pursue a sabbatical assignment for which this award is granted for one (1) year from **September 1, 2022** and will **terminate on July 31, 2023** of which his leave will be spent with in the Philippines;

- b. He shall be cleared of all responsibilities from the university. He shall relinquish and turn-over all his 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, he shall cease to be entitled to the services and privileges accorded to faculty members who are on active service, such as:
- 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. He shall work on his intended sabbatical outputs, as approved by the BOR, during the period of the leave, and submit to the OVPAA thru the VSFC-AS together with the letter of intent to reinstate, one hard copy of each of the following outputs at the end of the Sabbatical period:
- 1. Two (2) publications published in a peer-reviewed non-predatory or reputable journal. A Certification from the Editor/s-In-Chief indicating that such articles have been accepted for publication will suffice if the publications are not yet off the press at the end of the sabbatical assignment.
 - 2. One (1) Laboratory Manual (Agro 121- Root Crop Production and Management). For the laboratory manual, a certification of the OHIMD indicating that the material has already passed the required review and is accepted for publication and use shall also be submitted;
- d. Pay back VSU the full amount spent for *his Sabbatical Grant* if the **GRANTEE** fails to submit his sabbatical outputs at the end of the Sabbatical Leave. A grace period of not more than 30 days to submit the outputs shall be subject to VSFC-AS approval of written request.
- e. Serve VSU for a period of one (1) year after his 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 him under this Agreement and shall likewise be required to reimburse in the same manner herein specified should he fail to comply or observe any of the obligations stipulated herein and for other causes within his control such as the following:
- f.1 Going on leave without pay after the end of his 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 his sabbatical assignment.

28 JUN 2022

IN WITNESS WHEREOF, we hereunto set our hands this _____ day of _____, 2022 at
Visca, Baybay City, Leyte, Philippines.


VISAYAS STATE UNIVERSITY
ViSCA, Baybay City, Leyte


By:


EDGARDO E. TULIN
Grantor


ULYSSES A. CAGASAN
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.
MUNICIPALITY OF BAYBAY)

BEFORE ME, this _____ day of 28 JUN 2022, 2022, in the City of Baybay, Province of Leyte, Philippines, personally appeared **DR. EDGARDO E. TULIN** and **DR. ULYSSES A. CAGASAN** exhibiting to me their VSU ID No. V00522 and VSU ID No. V00129, respectively, 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 acknowledgment 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.


ATTY. RYSAN C. GUINOCOR
Notary Public
Until June 30 2022
PTR No. 6588834- Baybay Leyte- 1/18/2022
ISP No. 177903- Tacloban City- 02/11/2022
Roll of Attorneys No. 57467
MCLE No. VI-0003619- 04/14/2022
Visca, Baybay City, Leyte

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