



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. PROSE IVY G. YEPES** hereinafter referred to as the **GRANTOR**;

-and-

**DR. DANIEL LESLIE S. TAN** of legal age, married, Filipino, with residence and postal address at Apt.91, Kilbourne St., Brgy. Pangasugan, 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 and 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 (Rest and Renewal)** which will commence on July 1, 2024 and will terminate on December 31, 2024 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, Dr. Tan is qualified for the grant because he has earned an PhD degree, holds a University Professor position and has served the university for more than 40 years;
2. The **GRANTEE** agrees and binds to wit:
  - a. Avail of a Sabbatical Leave (Rest and Renewal);
  - b. Does not engage in any form of employment, including teaching in other institutions, during the whole duration of the leave;
  - c. Shall be cleared of all responsibilities from the university. He shall relinquish and turn-over all the 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 his 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:

- c.1. use of office space, laboratory and other facilities of the unit and the university (except library)
  - c.2. ask for the services of administrative and research/extension staff of the unit
  - c.3. use of department supplies, materials and equipment, including university vehicles
3. The GRANTEE shall forfeit or otherwise cease to be entitled to all benefits and privileges (including travel privileges charged to the university) under this Agreement and shall likewise be required to reimburse in the same manner herein specified should fail to comply or observe any of the obligations stipulated herein and for other causes within control such as the following:
- 3.1 Filing another leave without pay after the end of the sabbatical leave;
  - 3.2 Optional retirement from the service;
  - 3.3 Removal from office for a cause; or
  - 3.4 Revocation of the grant/privilege by competent authority on account of the Grantee's conduct or behavior prejudicial to the interests of the university.
4. Reinstate immediately at VSU after the end of the sabbatical leave. In case of failure to return to work within 30 days after the sabbatical leave assignment, the University shall implement Section 64, Rule XV, Book V of EO 292, to wit:
- "He/She shall be considered on absence without leave (AWOL) and separated from the service or dropped from the rolls without prior notice. He/she shall, however, be informed, at his/her address appearing in the 201 files or at his/her latest known address, of his/her separation from the service, not later than five (5) days from its effectivity".*
5. Serve VSU for a period of one (1) year after the sabbatical leave in accordance with the provision of BOR Res. No. 213 s. 2018, to wit:
- "Every year or fraction thereof of the sabbatical assignment shall be equivalent to actual service."*
4. The **GRANTOR** binds *herself* to pay the salary and other benefits of the GRANTEE as provided by law for the entire duration of the sabbatical leave.

IN WITNESS WHEREOF, we hereunto set our hands this \_\_\_\_ day of \_\_\_\_\_, 2024 at Visca, Baybay City, Leyte, Philippines.


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

By:

  
**PROSE IVY G. YEPES**  
Grantor

  
**DANIEL LESLIE S. TAN**  
Grantee

Signed in the presence of:

  
**ROTACIO S. GRAVOSO**  
Witness

  
**HONEY SOFIA V. COLIS**  
Witness


**ACKNOWLEDGMENT**

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

BEFORE ME, this \_\_\_\_\_ day of 17 JUL 2024, in the City of Baybay, Province of Leyte, Philippines, personally appeared **DR. PROSE IVY G. YEPES** and **DR. DANIEL LESLIE S. TAN** exhibiting to me their VSU ID No. V002163 and VSU ID No. V00501, 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 December 31, 2024  
PTR No. 0110101- Baybay, Leyte- 01/04/2024  
IBF No. 395067- Tacloban City- 01/03/2024  
Roll of Attorneys No. 57467  
MCLE No. VH-0022195-04/14/2025  
Visca, Baybay City, Leyte

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