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**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, Leyte, duly represented by the University President, **DR. EDGARDO E. TULIN** hereinafter referred to as the **GRANTOR**;

-and-

**PROF. FELIX M. SALAS**, of legal age, married, Filipino, with residence and postal address **Apt. 36, Kilbourne St. , VSU, Visca, Baybay City, Leyte** in 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 qualifications, 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 **January 1, 2019 and to terminate on December 31, 2019** 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 himself to the following terms:
  - a. He shall pursue a sabbatical assignment for which this award is granted for one (1) year from **January 1, 2019 and to terminate on December 31, 2019**.
  - 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

*Ague*

*N*


- c. He shall work on his 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:
- c.1. At least one (1) published research article as senior author, published in a peer-reviewed reputable journal. If the publication is not yet released at the time of reinstatement, a certification from the Editor-In-Chief of the journal indicating that the paper has been accepted for publication shall be submitted.
  - c.2. Two (2) OBE-compliant laboratory manuals : a) Chem. 124- Molecular Spectroscopy, b) Chem. 140 - Laboratory Manual in Quantitative Analysis;
3. He shall submit a MIDTERM PROGRESS REPORT to OVPI not later than 31<sup>st</sup> of July 2019. Non Compliance will mean holding of salary until such time the report is submitted per BOR Res. No. 213, s. of 2018.
4. For the outputs, if the same are not submitted within 30 days upon reinstatement, his salary shall be withheld until such time that the outputs are submitted per BOR Res. No. 213, s. of 2018.
5. He shall serve VSU for a period of one (1) year after his sabbatical assignment;
6. The GRANTEE shall forfeit or otherwise cease to be entitled to all benefits and privileges due him under this Agreement and shall likewise be required to reimburse in full 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:
- a.1. Going on leave without pay after the end of his sabbatical leave;
  - a.2. Optional retirement from the service;
  - a.3. Removal from office for a cause; or
  - a.4. Revocation of the grant/privilege by competent authority on account of the Grantee's conduct or behavior prejudicial to the University interests.
7. The **GRANTOR** binds himself to pay salary and other benefits as provided by law for the duration of his sabbatical assignment.

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

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

By:

  
**EDGARDO E. TULIN**  
Grantor

  
**FELIX M. SALAS**  
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 \_\_\_\_\_, 2019, in the City of Baybay, Province of Leyte, Philippines, personally appeared **DR. EDGARDO E. TULIN** and **PROF. FELIX M. SALAS** exhibiting to me their VSU ID Nos. V00522 and V00462 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 instruments 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.

**ATTY. EDEN B. CHAVEZ-BUTAWAN**

Notary Public  
Notary Public for the Province of Leyte, City of Baybay  
Until December 31, 2019

PTR N.C. No. B-19-01-04, Feb. 06, 2019  
Until December 31, 2020

TAN Magsaysay Avenue, Baybay City, Leyte

IBP O.R. No. 067038 issued on Jan. 11, 2019

PTR No. 2755614- 01/03/19

MCLE Compliance No. VI-0011118

Attorney's Roll No. 42391

TIN No. 207-628-029

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*[Signature]*