

LEYTE STATE UNIVERSITY  
Visca, Baybay, Leyte

213

TERMS OF REFERENCE  
FOR SABBATICAL LEAVE

This agreement made and entered into by and between:

The LEYTE STATE UNIVERSITY (LSU), formerly the Visayas State College of Agriculture (ViSCA) an institution of higher learning established under Presidential Decree No. 470 as amended by Presidential Decree No. 700, and converted into a university by virtue of R.A 9158, with principal office at LSU, Visca, Baybay, Leyte, duly represented by Dr. PACIENCIA P. MILAN, hereinafter referred to as the GRANTOR;

-and-

Dr. ANNABELLA B. TULIN, of legal age, Filipino, married to Dr. Edgardo E. Tulin with residence and postal address at LSU Campus, Baybay, Leyte hereinafter referred to as the GRANTEE;

WITNESSETH

WHEREAS, the Leyte State University has to promote and maintain its own merit system by encouraging its academic staff to study, investigate, undertake research 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 Aug. 22, 2004 and to terminate on Aug. 21, 2005 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;
  - b. Conduct *herself* in a manner not to bring disgrace or dishonor to *herself* and/or the University;
  - c. Submit to the Academic Personnel Board through the Office of the Vice President for Academic Affairs regular progress report of *her* activities at least once every semester.
  - d. Submit final written report of *her* sabbatical activities and accomplishment with supporting outputs/documents. Failure to submit the required report within three (3) months period after *her* report to duty will deprive of *her* right to avail of the same privilege in the future and *her* salary on the fourth month after *her* report for duty will be withheld.
  - e. Serve LSU for a period of one (1) year after *her* sabbatical assignment;

- f. Submit one (1) copy of *her* output to the unit/department where the faculty belongs and one (1) to the Office of the President through the Office of the Vice President for Academic Affairs.
- g. The GRANTEE shall forfeit or otherwise cease to be entitled to all benefits and privileges 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 hereby and for other causes within *her* control like the following;
- g.1 Going on leave without pay after the end of *her* sabbatical leave.
  - g.2. Optional retirement from the service;
  - g.3. Removal from office for cause; or
  - g.4. Revocation of the grant/privilege by competent authority on account of the Grantee's conduct or behavior prejudicial to the University interests;

3. The GRANTOR binds itself to pay;

The Grantee's salary and other benefits as provided by the law for the duration of *her* sabbatical assignment.

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

LEYTE STATE UNIVERSITY  
Visca, Baybay, Leyte


By:

  
PACIENCIA P. MILAN  
Grantor


  
ANNABELLA B. TULIN  
Grantee

Signed in the presence of:

  
MANUEL K. PALOMAR  
Witness


  
TERESITA L. QUIÑANOLA  
Witness

Funds Available:

  
ROBERTA C. LEMOS  
Accountant IV



SUBSCRIBED AND SWORN TO BEFORE ME THIS  
DAY OF 04 JAN 2005  
BAYBAY, LEYTE

  
ROSULO U. VIVERO  
PROVINCIAL PROSECUTOR