

Records

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-

**DR. JACQUELINE M. GUARTE** of legal age, Filipino, married, with residence and postal address at **VSU Campus, 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 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 **January 01, 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 herself to:
- Pursue a sabbatical assignment for which this award is granted for one (1) year from **January 01, 2019** and to terminate on **December 31, 2019** of which her leave will be spent in the university;
  - Clear herself from the university of all responsibilities in teaching, research, extension and other functions by turning over all these responsibilities to another faculty or staff in the unit while she is on leave since she is expected to be out from the department/office but working only on her Sabbatical output during the period of her leave;

Signature

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Signature

c. Submit to the OVPI thru the APB, the following outputs at the end of the Sabbatical period:

1. A published research article as senior author in a peer reviewed reputable journal. A Certification from the Editor/s-In-Chief will be required indicating that such paper has been accepted for publication, if the publication is not yet released;
2. Two (2) Outcomes- based teaching manuals of two (2) statistics courses in the revised curriculum of the BS in Statistics Program with attached certificate that the manuals are reviewed and accepted by MMDC;

c. Publication output should be a product of her own research and not that derived from the special problems of her students;

d. Serve VSU for a period of one (1) year after her sabbatical assignment;

e. 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 herein and for other causes within her control such as the following:

e.1 Going on leave without pay after the end of her sabbatical leave;

e.2 Optional retirement from the service;

e.3 Removal from office for a cause; or

e.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 herself to pay salary and other benefits as provided by law for the duration of her sabbatical assignment.

Guaranteed

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IN WITNESS WHEREOF, we hereunto set our hands this \_\_\_\_ day of NOV 29 2018 at Visca,  
Baybay City, Leyte, Philippines.

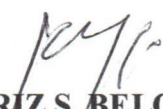
**VISAYAS STATE UNIVERSITY**  
Visca, Baybay City, Leyte


By:

  
**EDGARDO E. TULIN**  
Grantor

  
**JACQUELINE M. GUARTE**  
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 )

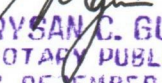
BEFORE ME, this \_\_\_\_ day of NOV 29 2018, 2018, in the City of Baybay, Province of Leyte, Philippines, personally appeared **DR. EDGARDO E. TULIN** and **DR. JACQUELINE M. GUARTE** exhibiting to me their VSU ID Nos. V00522 and V00259 issued in Visca, Baybay City, Leyte, respectively, personally known 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 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.

Notary Public  
Until December 31, 2018  
PTR \_\_\_\_\_  
TAN \_\_\_\_\_

Doc. No. 370 ;  
Page No. 70 ;  
Book No. XXV ;  
Series No. 0018;

  
**ATTY. RYSAN C. GUINOCOR**  
NOTARY PUBLIC  
UNTIL DECEMBER 31, 2018  
PTR 1318676 - BAYBAY, LEYTE - 1/10/18  
IBP 026119 - TACLOBAN CITY - 1/10/18  
MCLE COMP. NO. V-0009580 - 07/20/15  
ROLL OF ATTORNEYS NO. 57467