

VISAYAS STATE UNIVERSITY  
ViSCA, Baybay City

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TERMS OF REFERENCE  
FOR SABBATICAL LEAVE

This agreement made and entered into by and between:

The Visayas State University (VSU) formerly the Leyte State University which was renamed from LSU to VSU by virtue of R.A. 9437 with principal office in Baybay City duly represented by the University President, **DR. PACIENCIA P. MILAN** hereinafter referred to as the **GRANTOR**;

-and-

**DANIEL LESLIE S. TAN** of legal age, Filipino, married to **JULIE C. DIAMANTE** with residence and postal address in **VSU Main Campus, ViSCA, Baybay, City** 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 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 **June 1, 2007** and to terminate on **May 31, 2008** 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:
  - a. Pursue a sabbatical assignment for which this award is granted;
  - b. Conduct *himself* in a manner not to bring disgrace or dishonor to *himself* 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 *his* activities at least once every semester;
  - d. Submit final written report of *his* sabbatical activities and accomplishment with supporting outputs/documents. Failure to submit the required report within three (3) months period after *his* report to duty will deprive of *his* right to avail of the same privilege in the future and *his* salary on the fourth month after *his* report for duty will be withheld;
  - e. Serve VSU for a period of one (1) year after *his* sabbatical assignment;

\* Will write a book with the proposed title "Primary Processing of Root Crops in the Philippines" with IFS funding giving more emphasis on the design and development of the processing machines.



f. Submit one (1) copy of *his* 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 *his* 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 hereby and for other causes within *his* control like the following;

g.1 Going on leave without pay after the end of *his* 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 *his* sabbatical assignment.

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


VISAYAS STATE UNIVERSITY  
ViSCA, Baybay City


By:

  
**PACIENCIA P. MILAN**  
Grantor

  
**DANIEL LESLIE S. TAN**  
Grantee

Signed in the presence of:

  
**EDGARDO E. TULIN**  
Witness

  
**TERESITA L. QUIÑANOLA**  
Witness

Funds Available:

  
**ROBERTA C. LEMOS**  
Accountant IV




9/7/24

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

BEFORE ME, this \_\_\_\_\_ day of 13 SEP 2007, 2007, in the City of Baybay, Province of Leyte, Philippines, personally appeared **Dr. Paciencia P. Milan** with Com. Tax Receipt No. 23331547 issued on January 8, 2007 in Baybay City and **Daniel Leslie S. Tan** with Com. Tax Receipt No. 23335914 issued on 1/26/07 in Baybay, City, 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 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 hereunto set my hand on the day, year, and place above written.

  
**ATTY. RENE ALLAN G. JERVOSO**  
Notary Public  
Until December 31, 2008  
PTR NO. 0659393 / MAHAPLAG, LEYTE / 1-3-07  
IBP NO. 654941 / TACLOBAN CITY / 1-5-07  
TIN NO. 918-790-898  
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