



VISAYAS STATE UNIVERSITY  
ViSCA, Baybay, Leyte

**FINANCIAL ASSISTANCE GRANT**

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. EDGARDO E. TULIN** hereinafter referred to as the **GRANTOR**;

-and-

**MS. JEDI JOY B. MAHILUM** of legal age, married, Filipino, with residence and postal address in Brgy. Pangasugan, Baybay City, Leyte hereinafter referred to as the **GRANTEE**;

**WITNESSETH**

WHEREAS, the Visayas State University has to promote staff development through faculty Scholarship, Fellowship or Financial Assistance for graduate/post graduate work in major fields of specialization;

WHEREAS, the GRANTEE has fully and satisfactorily met all the requirements as to qualification, standards and criteria set for the **Grant**;

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 hereby accepts a **Financial Assistance Grant** to be effective on **September 15, 2023** and to terminate on **September 14, 2026** subject to renewal upon recommendation of the VSU Scholarship Committee and compliance with the pertinent provisions of this Contract for the completion of a PhD in AgriGenomics to be pursued by the **Grantee** pursuant to and by virtue of this award, unless otherwise terminated earlier in accordance with this covenant. In case of an approved renewal or extension of her a **Financial Assistance Grant** beyond the period specified in this Contract, there shall be no more necessity for another instrument to be drawn.
2. The **GRANTEE** agrees and binds *herself* to:
  - a. Pursue PhD in AgriGenomics at the University of Natural Resources and Life Sciences, Vienna, Austria (BOKU) under Department of Science and Technology-Science Education Institute (DOST-SEI) Foreign Graduate Scholarship Program in Priority Fields in Science in Technology and VSU Financial Assistance Grant;

- b. Conduct *herself* in a manner not to bring disgrace or dishonor to *herself* and/or *her* country and University;
- c. Take full academic load every semester based on the approved Study Plan/Plan of Course Work without changing his degree or the field of specialization without prior clearance from the GRANTOR. If unable to enroll in a particular semester, he must temporarily return to work at VSU in order for *her* to continue receiving *her* salary and other benefits;
- d. Submit to the ODHRM proof of enrolment every semester/trimester to ensure continuance of salary. If the Grantee is enrolled during Summer or Midyear Term, the Grantee must submit a copy of the approved Plan of Course Work/Plan of Study, and proof of enrollment to ensure payment of salary.

Dropping/filing of leave of absence within a semester is only allowed if due to sickness or other health reasons wherein treatment or rest is needed for the whole semester or school year as certified by a physician and confirmed by the University Physician. After dropping/filing a leave of absence, *she* must submit the following:

- a. Request for reinstatement.
- b. Application for appropriate leave of absence, if necessary,
- c. Medical certificate supporting the leave of absence.

Failure to reinstate shall result to the following:

- a. The faculty shall refund to VSU all salaries and other benefits received in that particular semester.
- e. Conform to all rules, regulations and laws of the institution *she* is attending and to such other regulations as may be duly prescribed by the GRANTOR in connection with the **Financial Assistance Grant**;
- f. Retain the **Financial Assistance Grant** throughout the period unless compelled to withdraw for urgent reasons and upon approval of the **GRANTOR**;
- g. Accept no other kind of Financial Assistance Grant without clearance from VSU. If the grantee is able to avail of another scholarship grant, *she* shall refund the amount *she* has availed from VSU starting from the date of effectivity of the other scholarship.
- h. Maintain a semestral grade point average acceptable to the graduate school and **submit a progress report of her studies every semester as basis for the yearly renewal of the grant**;
- i. Return to service shall only commence after completion of the degree subject of this grant. In case of health reasons and other justifiable causes, return to service may be temporarily allowed upon recommendation of the adviser and the Dean of Graduate School where the Grantee is studying. Said service, however, shall not be considered as partial compliance of the GRANTEE's return service obligation;
- j. Return to VSU immediately at the end of the semester when her studies or course under the **GRANT** is completed. Should the grantee fail to return to service at the end of the semester when she completed the degree, she will be considered absent and shall be **WITHOUT PAY** the following term unless the GRANTEE has leave or service credits where her absences can be charged.
- k. Submit a written report on her studies within sixty (60) days after return to duty;



## ACKNOWLEDGMENT

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

BEFORE ME, this 01 SEP 2023 day of \_\_\_\_\_, 2023, in the Municipality of Baybay, Province of Leyte, Philippines, personally appeared **Dr. EDGARDO E. TULIN and Ms. JEDI JOY B. MAHILUM** exhibiting to me their VSU ID No. V000522 and VSU ID V00308, 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 Financial Assistance Contract consists of four (4) pages, including this page on which this acknowledgment is written, signed on the left hand margin of every pages of this Financial Assistance Contract 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

Doc. No. 2117 ;  
Page No. 81 ;  
Book No. XIII ;  
Series No. 1073 ;

  
**ATTY. RYAN S. GUINOCOR**  
Notary Public

Until December 31, 2023  
FTP No. 0122324 Baybay, Leyte- 1/23/2027  
IDP No. 250100- Tacloban City- 1/18/2029  
Roll of Attorneys No. 57467  
MOLE No. VII-0022105- 04/14/2025  
Visca, Baybay City, Leyte