



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. JO JANE D. ATOK of legal age, single, Filipino, with residence and postal address in Concepcion, Ormoc 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 **August 1, 2022** and to terminate on **July 31, 2024** subject to renewal upon recommendation of the VSU Scholarship Committee and compliance with the pertinent provisions of this Contract for the completion of a MSc. in Medical Biochemistry and Molecular Biology 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 **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 MSc. in Medical Biochemistry and Molecular Biology at the Department of Biochemistry, Faculty of Medicine Siriraj Hospital at Mahidol University, Thailand on August 2022 under DOST-SEI Foreign Graduate Scholarship 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:

1. 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;
- l. Serve VSU for a period of time at the rate of two years for every year or a fraction thereof not less than two months of enjoyment of the **GRANT** within the Philippines or outside the Philippines, less than two months of

enjoyment of said grant shall be served for half the rate. Provided, that failure to comply with the provisions of this paragraph or willful abandonment of the grant, resulting to the non-completion of the degree pursued shall obligate the **GRANTEE** to reimburse **IMMEDIATELY** in full to the **GRANTOR** all the expenses that the latter or the Philippine Government may have incurred including transportation, salaries and other expenses related thereto as well as external financial grants given through or upon endorsement of the University in connection with *his* **GRANT** plus an equity charge equivalent to 100% of the total amount expended, in which case shall not be less than P5,000.00 and 14% interest per annum from the date of breach or revocation. It should be fully understood that proportionate refund shall in NO CASE be allowed.

- m. Pay back VSU the full amount spent for your **GRANT** if the **GRANTEE** fails to complete or finish the degree due to any of the following reasons: resignation, voluntary retirement or failure to meet the academic standards due to negligence and non-health reasons. Returning to VSU to serve the University without completing the degree shall not free the **GRANTEE** of her obligation to reimburse in full the amount spent of your **GRANT**.
 - n. Submit 3 hard copies of approved dissertation book distributed to: a) One (1) VSU Library, b) one (1) College Library, and one (1) to the QAC upon return from study leave. One (1) copy in CD format must also be submitted to the VSU Library.
3. The **GRANTOR** binds itself to pay:
- a. Salary and other benefits related to her salary.

IN WITNESS WHEREOF, we hereunto set our hands this _____ day of _____
at Baybay City, Leyte, Philippines.

19 JUL 2022

VISAYAS STATE UNIVERSITY
Visca, Baybay City, Leyte

By:


EDGARDO E. TULIN
Grantor


JO JANE D. ATOK
Grantee

Signed in the presence of:


BEATRIZ S. BELONIAS
Witness


HONEY SOFIA V. COLIS
Witness

ACKNOWLEDGMENT


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

BEFORE ME, this _____ day of 19 JUL 2022, 2022, in the Municipality of Baybay, Province of Leyte, Philippines, personally appeared **Dr. EDGARDO E. TULIN and Ms. JO JANE D. ATOK** exhibiting to me their VSU ID No. V000522 and VSU ID No. V01206, 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.

Doc. No. 1379 ;
Page No. 65 ;
Book No. XVII ;
Series No. 2022 ;


ATTY. RYSAN C. GUINOCOR
Notary Public
Notary Public
Until June 30, 2022 12/31/2023 S/
PTR No. 6588834- Baybay Leyte- 1/18/2022
ISP No. 177903- Tacloban City 02/11/2022
Roll of Attorneys No. 57467
MCLE No. VI-0003919- 04/14/2022
Visca, Baybay City, Leyte



UNIVERSITY CLEARANCE

(for Faculty and Staff)

Name: JO JANE D. ATOK Position: INSTRUCTOR I Signature: [Signature]

Address and Mobile Number: PUROK 1, CONCEPCION, ORMOC CITY, LEYTE, 6521 PHILIPPINES/ 09672874451

Dept./Office: ADVANCED RESEARCH AND INNOVATION CENTER Last Day of Service in VSU: JULY 28, 2022

Purpose: [] Resignation [] Retirement [] Transfer [X] Study Leave [] Others _____

Reason, if resignation: _____

Effective Date: AUGUST 1, 2022

Cleared of work-related accountabilities:

[Signature]
MA. THERESA P. LORETO

Director, ARI Center

The above-named faculty/staff is cleared of money, property and other responsibilities from units under VSU, Visca, Baybay City, Leyte.

Name of Office	Name of Authorized Official	Signature	Date Signed
VP Administrative and Finance (includes units under VPPRGAS)	<u>DANIEL LESLIE S. TAN</u>	<u>[Signature]</u>	<u>7/15/2022</u>
VP Research, Extension & Innovation	<u>MARIA JULIET C. CENIZA</u>	<u>[Signature]</u>	<u>7/14/22</u>
VP Academic Affairs (includes offices under VP for Student Affairs and Services)	<u>BEATRIZ S. BELONIAS</u>	<u>[Signature]</u>	

Approved:

[Signature]
EDGARDO E. TULIN

University President

Date: _____

Note: Faculty/staff who is retiring, being separated from the service, transferring to another agency, or go on leave of absence for more than three months is required to process this clearance in five (5) copies. This clearance should be duly accomplished only within a month prior to retirement/resignation/separation/ from the service before receiving the last salary or any money due to the faculty/staff from the university. After completion of this clearance, submit all copies to the Office of the Head of Recruitment, Selection, Placement and Personnel Records (OHRSPPR). Processing of clearance certificate shall follow the order of number indicated.