



VISAYAS
STATE UNIVERSITY



**UNIVERSITY LEARNING
COMMONS (LIBRARY)**
Visca, Baybay City, Leyte, PHILIPPINES
Telefax: 565-0600 local 1054-1056
Email: library@vsu.edu.ph
Website: www.vsu.edu.ph

UNIVERSITY CLEARANCE
(for Faculty and Staff)

Name: SHEIRA MAY T. CAMACHO

Position: COLLEGE LIBRARIAN II

Signature: [Signature]

Address and Mobile Number: APARTMENT 90, VISCA, BAYBAY CITY, LEYTE / 09816335408

Dept./Office: ULC (LIBRARY)

Last Day of Service in VSU: _____

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

Reason, if resignation: _____

Effective Date: MARCH 1, 2024

Cleared of work-related accountabilities:

VICENTE A. GILOS

Name and signature of Department /Unit Head

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)	EDGARDO E. TULIN	<u>[Signature]</u>	<u>2/29/24</u>
VP Research, Extension & Innovation	DENNIS P. PEQUE	<u>[Signature]</u>	<u>2/29/24</u>
VP Academic Affairs (includes offices under VP for Student Affairs and Services)	BEATRIZ S. BELONIAS	<u>[Signature]</u>	<u>2/29/24</u>

Approved:

[Signature]
DANIEL LESLIE S. TAN
OIC-University President
Date: 3/1/24

*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 (OHRSPRR). Processing of clearance certificate shall follow the order of number indicated.

Vision: A globally competitive university for science, technology, and environmental conservation.
Mission: Development of a highly competitive human resource, cutting-edge scientific knowledge and innovative technologies for sustainable communities and environment.

Page 1 of 1
FM-HRM-34
v0 11-12-2021

No. 24-02



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

FELLOWSHIP 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 OIC President, **DR. DANIEL LESLIE S. TAN** hereinafter referred to as the **GRANTOR**;

-and-

MS. SHEIRA MAY T. CAMACHO of legal age, married, Filipino, with residence and postal address in Apt. 90, Kilbourne St. 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 **Fellowship Grant** to be effective on **March 01, 2024** and to terminate on **February 28, 2025** subject to renewal upon recommendation of the VSU Scholarship Committee and compliance with the pertinent provisions of this Contract for the completion of a Master of Arts in Education with a Specialization in Physical Education 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 **Fellowship 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 MS degree in Library and Information Science (MLIS) at Cebu Normal University under **Fellowship 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 her degree or the field of specialization without prior clearance from the GRANTOR. If unable to enroll in a particular semester, she 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 stipend;

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 be the one to pay the tuition and other school fees for that particular semester;
2. The faculty shall refund to VSU all salaries, stipend and other benefits received in that 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 Fellowship Grant;
- f. Retain the Fellowship Grant throughout the period unless compelled to withdraw for urgent reasons and upon approval of the GRANTOR;
- g. Accept no other kind of Fellowship 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 for monitoring and evaluation of her 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 her **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 salary
- b. Stipend of P7,500.00
- c. Book Allowance of P5,000.00 per semester
- d. Dissertation Support of P25,000.00 (75% shall be released upon submission of completely approved thesis proposal).
- e. School Fees
- f. One round-trip economy transportation from VSU to the place of study (within the Philippines) during the entire duration of the **GRANT**

IN WITNESS WHEREOF, we hereunto set our hands this 04 MAR 2024 day of _____ at Baybay City, Leyte, Philippines.

VISAYAS STATE UNIVERSITY
Visca, Baybay City, Leyte

By:


DANIEL LESLIE S. TAN
Grantor


SHEIRA MAY T. CAMACHO
Grantee

Signed in the presence of:


EDGARDO E. TULIN
Witness


HONEY SOFIA V. COLIS
Witness

ACKNOWLEDGMENT

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

BEFORE ME, this 04 MAR 2024 day of 2024, in the Municipality of Baybay, Province of Leyte, Philippines, personally appeared Dr. **DANIEL LESLIE S. TAN** and **MS. SHEIRA MAY T. CAMACHO** exhibiting to me their VSU ID No. V00501 and VSU I.D No. V00725, 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.

ATTY. RYSA C. GUINOCOR

Notary Public

PTR No. 0211113- Baybay, Leyte- 01/04/2024

IBF No. 395067- Tacloban City- 01/03/2024

Roll of Attorneys No. 57467

MCLE No. VII-0022195-04/14/2025

Visca, Baybay City, Leyte

Doc. No. 259 ;

Page No. 4 ;

Book No. XW ;

Series No. 1011 ;

Vision:
Mission:

A globally competitive university for science, technology, and environmental conservation.
Development of a highly competitive human resource, cutting-edge scientific knowledge
and innovative technologies for sustainable communities and environment.

Page 4 of 4

FM-LEG-03
v1 06-10-2020

No. L&D24-CON-07