



**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 University President, **DR. EDGARDO E. TULIN** hereinafter referred to as the **GRANTOR**;

-and-

**MR. JED ASAPH D. CORTES** of legal age, married, Filipino, with residence and postal address in 1257 Guadalupe, Baybay, 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 **VSU Fellowship Grant** to be effective on **September 1, 2023** and to terminate on **August 31, 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 Doctor of Communication 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 his **Fellowship 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 *himself* to:
  - a. Pursue Doctor of Communication at UP Open University under VSU Fellowship Grant;
  - b. Conduct *himself* in a manner not to bring disgrace or dishonor to *himself* and/or *his* country and University;






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- 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 *his* to continue receiving *his* salary and other benefits;
  - d. Submit to the HRMO proof of enrolment every semester/trimester to ensure continuance of salary, Stipend, Tuition Fee & Book Allowance. 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, Tuition Fee & 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. After dropping, 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:

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- 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 you attending and to such other regulations as may be duly prescribed by the GRANTOR in connection with the **VSU Fellowship Grant**;
  - f. Retain the **VSU Fellowship Grant** throughout the period unless compelled to withdraw for urgent reasons and upon approval of the **GRANTOR**;
  - g. Accept no other kind of **Grant** without clearance from VSU. If the grantee is able to avail of another scholarship grant, *he* shall refund the amount he 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 *his* studies 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 service obligation;
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- j. Return to VSU immediately at the end of the semester when *his* studies or course under the **GRANT** is completed. Should the grantee fail to return to service during the summer term immediately preceding his completion of the degree will mean that said absences will be WITHOUT PAY unless the GRANTEE has leave or service credits where *his* absences will be charged. Summer vacation pay is only granted to faculty members in active service as teachers for the full two semesters preceding the summer vacation.
- k. Submit a written report on *his* 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 *your 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 *his* obligation to reimburse in full the amount spent of *your GRANT*.
- n. Submit 3 hard copies of approved dissertation 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
- b. Stipend of P15,000.00
- c. Book Allowance of P5,000.00 per semester
- d. Thesis Support of P100,000.00 (75% shall be released upon submission of completely approved thesis/dissertation 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 \_\_\_\_\_ day of \_\_\_\_\_ at Baybay City, Leyte, Philippines.

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

By:

  
**EDGARDO E. TULIN**  
 Grantor

  
**JED ASAPH D. CORTES**  
 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 \_\_\_\_\_, 2023, in the Municipality of Baybay, Province of Leyte, Philippines, personally appeared **Dr. EDGARDO E. TULIN** and **MR. JED ASAPH D. CORTES** exhibiting to me their VSU ID No. V000522 and VSU ID V00716, 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 Fellowship Grant 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 Fellowship 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. RYLAN C. BUINACOR**  
 Notary Public  
 Until December 31, 2023  
 PTD No. 0122394 Baybay, Leyte- 1/23/2021  
 IBP No. 250100- Tacloban City- 1/18/2021  
 Office Address No. 07407  
 MOLE No. 101-0001100- 04/14/2020  
 Visca, Baybay City, Leyte

Doc. No. 2824;  
 Page No. 400;  
 Book No. XIII;  
 Series No. 2023;

## Congratulations - UPOU

1 message

**UPOU Admissions** <admissions@upou.edu.ph>  
To: jedcortes@gmail.com

Fri, Jul 14, 2023 at 10:06 PM

Dear Jed Asaph Duatin Cortes,

Congratulations!

We are pleased to inform you that you have been admitted to the **DCOMM - Doctor of Communication** program under the Faculty of Information and Communication Studies (FICS) for the First Semester AY 2023-2024.

### A. ADMISSION

Here are the important details of your admission:

Student Number: 2013-98616  
Admission Batch: 2023-1  
Admission Status: Provisional  
Evaluation Remarks: must submit deficiency/ies on or before 25 July 2023

Please follow the instructions outlined in the table below if your admission status is Probationary or Provisional. If your admission status is Regular, please disregard this table.

Admission Status	Instructions
a. Probationary	Fulfill the academic requirement of the program cited under "Remarks" in the admission details.
b. Provisional	<ol style="list-style-type: none"><li>1. Submit the original copy of the <b>complete</b> admission documents, including the original copy of the valid Transcript of Records, to obtain a Regular status.</li><li>2. For those with Certificate of Transfer Credential (CTC) and Honorable Dismissal (HD) - The Office of the University Registrar (OUR) will facilitate the request of your valid TOR through the CTC/HD once you are enrolled in UPOU. You will only obtain a Regular status after we receive your valid TOR from your previous school.</li></ol>

### IMPORTANT NOTE:

**UPOU does not allow any concurrent enrollment in two or more degree programs.** Once admitted and enrolled at UPOU, you are not allowed to enroll in any other degree program at another university or in any other UP constituent university.

### B. REGISTRATION AND STUDENT SUPPORT

#### 1. Registration / Enrollment

Registration is done through the Online Registration System (ORS) found in the [Student Portal](#). To gain access to the Student Portal, follow the procedure below:

1. Wait for the 1st day of the registration period;
2. Click FORGOT PASSWORD;
3. Enter your UP student number, then click REQUEST FOR PASSWORD;
4. Check your email for the system-generated password.

For login problems, please complete the following form: <http://bit.ly/upou-login-problem> or email [techsupport@upou.edu.ph](mailto:techsupport@upou.edu.ph)

Please also note that there will be NO EXTENSION of enrollment. You need to complete your enrollment within the registration period listed below:

**First Semester AY 2023-2024** - August 21, 2023 - August 26, 2023

The following sites may help you also in other registration-related activities:

- a. [The Office of the University Registrar Website](#) (recommended)
- b. [Transfer of Credits](#)
- c. [Sample assessment of fees](#)
- d. [General Procedures of Payment of Fees](#)
- e. [Academic Calendar](#)
- f. [Course offerings and list of recommended courses for new students](#)

#### 2. Learning Support Services

During your stay at the University, you may avail of UPOU academic and support services through the following offices:



Office and Services	Email Address
<u>Office of the University Registrar</u> Registration, Student ID, Refund	<a href="mailto:registration@upou.edu.ph">registration@upou.edu.ph</a>
<u>Office of the University Registrar</u> Students Records, Document Requests (Diploma, TOR, Certifications) and Graduation	<a href="mailto:records@upou.edu.ph">records@upou.edu.ph</a>
<u>Office of Academic Support and Instructional Services (OASIS)</u> Online Bookstore (Distribution and Sale of Course Materials)	<a href="mailto:dispatch@upou.edu.ph">dispatch@upou.edu.ph</a>
<u>MyPortal Support</u> MyPortal	<a href="mailto:myportal@upou.edu.ph">myportal@upou.edu.ph</a>
<u>Information and Communication Technology Development Office (ICTDO)</u> Email Account	<a href="mailto:ictdo@upou.edu.ph">ictdo@upou.edu.ph</a>
<u>Faculty Office</u> Academic Advising, Academic Status, Re-admission, LOA, Dropping, Completion, Removal	<b>Faculty of Education</b> <a href="mailto:fed-secretary@upou.edu.ph">fed-secretary@upou.edu.ph</a> <a href="mailto:fed@upou.edu.ph">fed@upou.edu.ph</a>
	<b>Faculty of Management and Development Studies</b> <a href="mailto:fmds_student_support@upou.edu.ph">fmds_student_support@upou.edu.ph</a> <a href="mailto:fmds-secretary@upou.edu.ph">fmds-secretary@upou.edu.ph</a>
	<b>Faculty of Information and Communication Studies</b> <a href="mailto:fics-secretary@upou.edu.ph">fics-secretary@upou.edu.ph</a> <a href="mailto:fics@upou.edu.ph">fics@upou.edu.ph</a>
<u>Library Office</u> Library Services	<a href="mailto:library@upou.edu.ph">library@upou.edu.ph</a>
<u>Office of Student Affairs</u> Examination	<b>Local Students</b> <a href="mailto:examservices.local@upou.edu.ph">examservices.local@upou.edu.ph</a>
	<b>Offshore Students</b> <a href="mailto:examservices.offshore@upou.edu.ph">examservices.offshore@upou.edu.ph</a>
<u>Office of Student Affairs</u> Scholarship and Financial Services	<a href="mailto:scholarships@upou.edu.ph">scholarships@upou.edu.ph</a>

### C. OTHERS

You are encouraged to register in the [Distance Education Readiness](#) (DER) module to familiarize yourself with how classes are done in UPOU. For technical support and concerns on the DER, please email [de-readiness-tech-support@upou.edu.ph](mailto:de-readiness-tech-support@upou.edu.ph) for assistance.

If you have further inquiries or clarifications, please create a ticket in [Freshdesk](#). Please be also informed that walk-in visitors in UPOU cannot be attended to as of the moment.

We look forward to seeing you enroll at UPOU.

Truly yours,

**(SGD) LUISA GELISAN**  
University Registrar

Note: You are receiving this email because this has been marked as important. If you'd like to unsubscribe, please reply to this email with subject UNSUBSCRIBE.