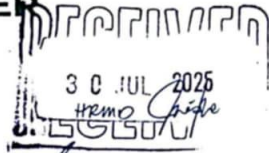




VISAYAS
STATE UNIVERSITY

NATIONAL ABACA RESEARCH CENTER

UNIVERSITY CLEARANCE (for Faculty and Staff)



Name: Mary Cris F. Pleños

Position: Instructor III

Signature: [Signature]

Address and Mobile Number: Brgy Matapay Hilongos, Leyte 09638186567

Dept./Office: National Abaca Research Center (NARC) Last Day of Service in VSU: July 27, 2025

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

Reason, if resignation: _____

Effective Date: _____

Cleared of work-related accountabilities:

[Signature]
ROMEL B. ARMECIN

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)	MOISES NEIL V. SERIÑO	<u>[Signature]</u>	<u>7/28/25</u>
VP Research, Extension & Innovation	SANTIAGO T. PEÑA, JR.	<u>[Signature]</u>	<u>7/24/25</u>
VP Academic Affairs (includes offices under VP for Student Affairs and Services)	ROTACIO S. GRAVOSO	<u>[Signature]</u>	<u>7/29/25</u>

Approved:

[Signature]
PROSE IVY G. YEPES
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 thirty (30) days or more 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 Recruitment, Selection, Placement and Personnel Records Office (RSPPRO). Processing of clearance certificate shall follow the order of number indicated.



NATIONAL ABACA RESEARCH CENTER
Visayas State University, PQXV+8M2 Baybay City, Leyte
Email: narc@vsu.edu.ph
Website: www.vsu.edu.ph
Phone: +63 53 565 0600 Local 1058

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No. 25-UC-03



VISAYAS
STATE UNIVERSITY

OFFICE OF THE
PRESIDENT



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MEMORANDUM NO. 980
Series of 2025

TO: Ms. Mary Cris F. Pleños, Faculty, NARC

RE: UADCO Referendum 54, s. 2025

FROM: 
PROSE IVY G. YEPES
University President

DATE: 21 July 2025

The undersigned is forwarding UADCO Referendum 54, series 2025, which is **Approving your request to pursue PhD in Agricultural Resource Economics** in Bangkok, Thailand from July 28, 2025- July 27, 2028 under SEARCA Scholarship Grant.

This is for your information, dissemination, appropriate action following the university policies and usual support.

CC: Ms. Hazelle V. Asaldo, University Board Secretary
Ms. Ma. Fe L. Gayanilo, Secretary, VFS-AS
Dr Romel B. Armecin., Director, NARC

OFFICE OF THE PRESIDENT

2/F Administration Building, Visayas State University
PQWW+RJM, Baybay City, Leyte, Philippines 6521
Email: op@vsu.edu.ph | Website: www.vsu.edu.ph
Phone: +63 53 565 0600 Local 1000





UNIVERSITY ADMINISTRATIVE COUNCIL

Proposal : *Application for Study Leave*

The UADCO passed:

UADCO Referendum 54, s. 2025

Approving the requests of VSU faculty member's application for study leave with pay to pursue their respective Degree Programs as stated in the table below and further authorizing the University President to sign the scholarship contract.

Faculty	Campus/ Dept./ office	Degree	Date of Study Leave / Place	Source of Fund
a. Pleños, Mary Cris F..	NARC	PhD in Agricultural Resource Economics	July 28-2025- July 27, 2028 Bangkok, Thailand	SEARCA Scholarship Grant
b. Sugano, Sarah Jean C.	ARIC	PhD in Systems Bioengineering specializing in Microbial Technology	Oct. 1, 2025 – Sept. 30, 2028 Japan	DOST-Foreign Graduate Scholarship

UADCO ACTION : **APPROVAL via Referendum**
Date : 18 July, 2025

Certified True and Correct:

HAZELLE VILLA-ASALDO
University and Board Secretary



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. PROSE IVY G. YEPES** hereinafter referred to as the **GRANTOR**;

-and-

MS. MARY CRIS F. PLEÑOS of legal age, single, Filipino, with residence and postal address in Brgy. Matapay, Hilongos, 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 **July 28, 2025** and to terminate on **July 27, 2028** 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 Agricultural Resource Economics 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 a PhD in Agricultural Resource Economics at the Department of Agricultural and Resource Economics, Faculty of Economics, Kasetsart University, Bangkok, Thailand under SEARCA 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;

LEARNING AND DEVELOPMENT OFFICER

Visayas State University, Baybay City, Leyte
Email: odahrd@vsu.edu.ph
Website: www.vsu.edu.ph
Phone: +63 53 565 0600 Local 1080

- 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 HRMD proof of enrolment and progress report with attached report of grade every semester and a copy of approved plan of course work to ensure continuance 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, the grantee 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. Submit Special Power Attorney (SPA) stating that if he fails to successfully complete the course program or failed to fulfill the conditions stipulated in her scholarship contract, the VSU is authorized to automatically deduct from her salary the mid-year bonus received by the grantee as a result of non-compliance with the terms and conditions that was stipulated in the contract and the DBM Circular No. 2019-4;
- j. 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;
- k. 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.
- l. Submit a written report on her studies within sixty (60) days after return to duty;

Vision:

A global green university providing progressive leadership in agriculture, science & technology, education, and allied fields for societal transformation.

Mission:

To produce graduates equipped with advanced knowledge and lifelong learning skills with ethical standards through high quality instruction, innovative research, and impactful community engagements.

- m. 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 contract or willful abandonment of the grant resulting to the non-completion of the degree pursued shall obligate the **GRANTEE** to reimburse to VSU the full amount of expenses spent by the university, including comprehensive examination fee and thesis support, in which case shall not be less than P5,000, plus a non-compounding interest of 6% per annum of the principal amount.

The reckoning period of collection shall take effect after issuance by the university of a demand letter to the concerned faculty, concerning her contractual obligation as a result of breach of revocation.

A mutually-agreed terms of payment of the collectible amount may be adopted, without prejudice to the interest of the university or the government.

- n. 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**.
- o. 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 and other benefits related to her salary.

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

VISAYAS STATE UNIVERSITY


Visca, Baybay City, Leyte

By:


PROSE IVY G. YEPES
Grantor


MARY CRIS F. PLEÑOS
Grantee

Signed in the presence of:


ROTACIO S. GRAVOSO
Witness


HONEY SOFIA V. COLIS
Witness

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ACKNOWLEDGMENT

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

BEFORE ME, this ____ day of _____, 2025, in the Municipality of Baybay, Province of Leyte, Philippines, personally appeared **Dr. PROSE IVY G. YEPES and MS. MARY CRIS F. PLEÑOS** exhibiting to me their VSU ID No. V002163 and VSU I.D No. V01089, 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. ____;
Page No. ____;
Book No. ____;
Series No. ____;

Mano Pi.
PC
dm

