



Visayas State University

Visca, Baybay City, Leyte 6521-A

Philippines

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Office of the President

15 April 2013

MEMORANDUM NO. 55

Series of 2013

T O: All Faculty Who Were Granted Sabbatical Leave

R E: Submission of Sabbatical Leave Output

This is to remind you that provisions of the "Approved Implementing Guidelines for Sabbatical Leave" (BOT Resolution No. 39, s. 2001) to wit:

"8. Upon completion of the sabbatical assignment, the faculty member shall submit the expected output through channel (from the department or center to the APB for endorsement of the request for reinstatement to the President). Two copies of each output shall be prepared by the returning faculty member, one for the unit and another one for the Office of the President.

9. Failure to submit the output within three (3) months after reinstatement shall be enough ground to place the faculty member on leave without pay (or charged to his/her accrued leaves). If the output is not submitted at the end of that period, he/she shall be considered to have violated the sabbatical assignment."

All faculty members who were granted sabbatical leave, must submit a copy of their output not later than April ~~30~~, 2013.

For strict compliance.


JOSE L. BACUSMO
President

List of those given copy of MEMORANDUM NO. 55, series of 2013 re: submission of sabbatical leave output:

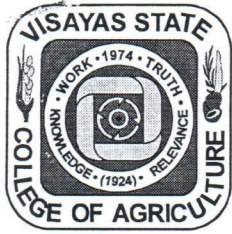
1. Dr. Alice M. Acabal
2. Dr. Antonio L. Acedo, Jr.
3. Dr. Victor B. Asio
4. Dr. Myrna M. Avila
5. Dr. Fe J. Dagoy
6. Dr. Buenaventura B. Dargantes
7. Dr. Emma S. Data
8. Dr. Monina M. Escalada
9. Dr. Angela A. Ferraren
10. Dr. Ruben M. Gapasin
11. Dr. Roberto C. Guarte
12. Dr. Justino M. Quimio
13. Dr. Daniel Leslie S. Tan
14. Dr. Julie D. Tan
15. Dr. Perla M. Tan
16. Dr. Anabella B. Tulin
17. Dr. Belita A. Vega
18. OVPI
19. Ms. Erlinda S. Esguerra – Acctg. Div.
20. Ms. Teresita L. Quiñanola – PRPEO
21. Dr. Lourdes B. Cano, ODAHRD
22. Records Div.

LIST OF VSU OF STAFF WHO AVAILED OF SABBATICAL LEAVE

	NAME	Start of Sabbatical	End of Sabbatical	Output	Source of Funds	Remarks
1	ACABAL, ALICE M.	6/1/2011	5/31/2012	Research on " Isolation, purification and structure elucidation of Bioactive Components Against <i>Haemonchus Contortus</i> from Ethanolic Extract of <i>Mimosa pudica</i> L. Leaves.	Fullbright Philippine Agriculture Scholarship Program for Advanced Research	
2	ACEDO, ANTONIO L., JR.	4/1/2003	3/31/2004			
3	AGARCIO, BENJAMIN C., JR.	6/16/1999	6/15/2000			Retired
4	ASIO, VICTOR B.	11/1/2007	10/31/2008	Research: Characteristics and Genesis of Soils Derived from Quaternary Limestone in Central Philippines	Alexander von Humboldt Foundation	
5	AVILA, MYRNA M.	6/1/2001	5/31/2002	Two (2) Publications: 1) Community Resources Mobilization And Management: Lessons And Experiences In The Uplands, 2001. 2) Reflective Appraisal Of Programs (Rap): A Tool To Study Clientele-Perceived Results Of Community Extension Programs/Projects, 2001.		
6	BELARMINO, MARILYN M.	6/1/2005	5/31/2005			Dropped
7	BERNARDO, EMILIANA N.	4/16/1984	6/30/1984			Retired
8	DAGOY, FE J.	7/1/2008	6/30/2009	The Birth and Death of Rural Based Organization: Three Decades of Experiences in Baybay Leyte, Philippines.	VSU Funded	
9	DAGOY, SALVADOR O.	6/1/2003	5/31/2004			Retired

	NAME	Start of Sabbatical	End of Sabbatical	Output	Source of Funds	Remarks
10	DARGANTES, BUENAVENTURA B.	7/1/2007	6/30/2008	Booklet: Treading Troubled Waters	Focus on the Global South Philippines	
11	DATA, EMMA S.	3/1/1991	3/31/1992	Report of Sabbatical: Manuscript 1: Gas Diffusion Resistance in Sweet Potato Storage Roots- Possible Relation to Flood Damage Susceptibility Manuscript 2: Production of Latex in Sweet Potato Vine and Its Role in Sweetpotato Weevil Feeding		
12	DE LA ROSA, LINDA S.	6/6/2001	5/31/2002			Retired
13	DUMAGUING, ZENAIDA C.	6/1/2003	5/31/2004			Retired
14	ESCALADA, MONINA M. ✓	11/16/1995	11/15/1996			
15	ESCALANTE, MARGARITO C.	6/1/2001	5/31/2002			Retired
16	FERRAREN, ANGELA A. ✓	6/16/2000	6/15/2001			
17	GAPASIN, RUBEN M. ✓	11/1/2004	10/31/2005			
18	GERONA, GUINDOLINO R.	11/1/2001	5/13/2002			Retired
19	GO, ALICIA S.	6/11/1982	12/31/1982			Retired
20	GRAVOSO, ROTACIO S. ✓	11/1/2012	10/31/2013			On-going
21	GUARTE, ROBERTO C. ✓	7/1/2004	6/7/2005			
22	JAVIER, REYNALDO R.	6/1/2001	5/31/2002			Retired
23	MOLLANEDA, REMIGIO P.	6/16/1989	11/15/1989			Retired
24	PALOMAR, LUTGARDA S.	7/1/2000	6/30/2001			Retired
25	PASCUAL, NERELITO P.	4/1/2002	10/1/2002			Retired
26	PONCE, ELISEO R.	9/16/2006	9/15/2006			Retired

	NAME	Start of Sabbatical	End of Sabbatical	Output	Source of Funds	Remarks
27	QUIMIO, JUSTINO M.	6/1/2010	5/31/2011	Various Output including the following: (Compilation of outputs can be found at the VSU University Library) 1. Scientific articles 2. Collaborative Research with ERDB and SESAM 3. CD on Photographs of Grassland Species 4. Course outline for standardized BSF 5. Presentation of Posters and Scientific Papers 6. Seminar Presentation of Output	Ecosystem Research and Development Bureau	
28	SALADAGA, FLORENCIO A.	2/1/1991	1/31/1992			Retired
29	SÁNCHEZ, SERENA L.	1/30/1989	1/30/1990			Retired
30	SANTIAGO, REBECCO M.	6/1/2001	5/31/2002			Retired
31	SEROHÍJOS, RAQUEL C.	6/1/2005	5/31/2006			Retired
32	TAN, DANIEL LESLIE S.	6/1/2007	5/31/2008	Book: Cassava grates processing system.	Department of Agriculture/ Bureau of Agricultural Research	
33	TAN, JULIE D.	10/1/2006	9/30/2007	Research:Isolation of plastic degrading microorganismis	Heiwa Nakajama Foundation, Japan	
34	TAN, PERLA M.	6/1/2001	5/31/2002			
35	TULIN, ANABELLA B.	8/22/2004	8/21/2005			
36	VEGA, BELITA A.	7/1/2005	6/30/2006			



VISAYAS STATE COLLEGE OF AGRICULTURE
Baybay, Leyte, Philippines

Office of the College/Board Secretary

**EXCERPTS OF APPROVED MINUTES OF THE
162nd ViSCA Board of Trustees Meeting**

09 March 2001

Guest House, ViSCA, Baybay, Leyte

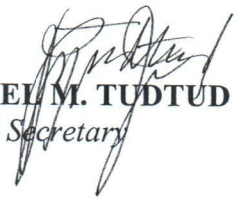
Proposal on the Implementing Guidelines for Sabbatical Leave

Approving the implementing guidelines for sabbatical leave effective immediately upon Board approval.

BOT RESOLUTION NO. 39, s. 2001

BOARD ACTION: APPROVED
Date: **March 09, 2001**

Certified True and Correct:


DANIEL M. TUDTUD JR.
Board Secretary

cc: OVPAA
HRMDO



Office of the Board Secretary

LEYTE STATE UNIVERSITY

Visca, Baybay, Leyte 6521 A

Philippines

EXCERPTS OF APPROVED MINUTES OF THE

162nd ViSCA Board of Trustees Meeting

09 March 2001

Guest House, ViSCA, Baybay, Leyte

Proposal on the Implementing Guidelines for Sabbatical Leave

BOT RESOLUTION NO. 39, s. 2001

Approving the implementing guidelines for sabbatical leave effective immediately upon Board approval.

PROPOSAL ON THE IMPLEMENTING GUIDELINES FOR SABBATICAL LEAVE

Rationale:

Faculty members in ViSCA have been granted sabbatical assignment in the form of study leave and/or exchange professorship with other colleges or universities to improve their competencies for service to the college. Such provision is spelled out in ViSCA Code and by BOT Resolution No. 39, s 1997 for grant availment but what is lacking are specific guidelines for the purpose stated. Over the years, problems have been associated with this particular privilege such as non-submission of expected outputs, hence this proposal.

Guidelines:

1. Only permanent faculty members with at least the rank of associate professor (and an earned Master's degree) for at least two years prior to the grant and who have served the college for not less than six consecutive years are eligible to go on sabbatical assignment.
2. Due to budgetary constraints and to avoid jeopardizing the program of the department/center, only one faculty member per year of that unit shall be allowed to go on sabbatical leave.
3. A sabbatical assignment shall be for six months to one year only commencing at the start of the semester upon mutual consent of the faculty member and the unit head.
4. Every year or fraction thereof of sabbatical assignment shall be equivalent to one year of actual service to the college upon his/her return.
5. Failure to return to the college or to submit the expected output shall be violation of the sabbatical assignment and construed as similar in offense to non-returning scholars.
6. No one shall be allowed to avail of other privileges such as secondment or transfer during the period of service to the college after the sabbatical assignment unless an appeal for reconsideration is approved by BOT.
7. Recommendation shall emanate from the unit's Personnel Committee following its approved schedule of sabbatical leave and coursed through the APB and OP before its final approved by the BOT. All application should include the plan of activities and expected output.
8. Upon completion of the sabbatical assignment, the faculty member shall submit the expected output through channel (from the department or center to the APB for endorsement of the request for reinstatement to the President). Two copies of each output shall be prepared by the returning faculty member, one for the unit and another one for the Office of the President.
9. Failure to submit the output within three (3) months after reinstatement shall be enough ground to place the faculty member on leave without pay (or charged to his/her accrued leaves.) If the output is not submitted at the end of that period, he/she shall be considered to have violated the sabbatical assignment.
10. A term of reference shall be drawn to cover the provisions of the sabbatical assignment.

BOARD ACTION: **APPROVED**

Date: **March 9, 2001**

Certified True and Correct:


DANIEL M. TUDTUD JR.
Board Secretary

Visayas State College of Agriculture
Baybay, Leyte

OFFICE OF THE VICE PRESIDENT FOR ACADEMIC AFFAIRS
2nd Floor FARM Building

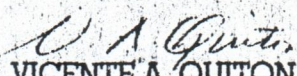
September 23, 1997

T O: All VISCA Academic Staff
(Thru the Academic Department Heads/Centers Directors)

SUBJECT: GUIDELINES IN THE UTILIZATION OF STAFF DEVELOPMENT FUNDS
AND AVAILMENT OF SABBATICAL LEAVE PRIVILEGE

We are furnishing you copies of the BOT-approved Guidelines in the Utilization of Staff Development Funds (Academic) and Guidelines in the Grant Availment of Sabbatical Leave Privilege.

Please be guided accordingly.


VICENTE A. QUITON
VP for Academic Affairs

**GUIDELINES IN THE GRANT AVAILMENT
OF SABBATICAL LEAVE PRIVILEGE**
(Approved by BOT as per BOT Resolution No. 39 s, 1997)

Faculty and academic staff of state colleges and universities, such as ViSCA, belong to the closed career positions, because they are performing tasks that are scientific or highly technical in nature. As such SUCs are mandated to establish and maintain their own merit system for academic staff including sabbatical assignment.

Sabbatical assignment is granted to qualified members of the faculty to encourage study, investigation, research and to improve staff competencies, efficiency and effectiveness.

Who may avail:

Academic staff possessing all the herein listed qualifications may avail of sabbatical leave assignment with full pay, as follows:

- a) A member of the faculty, whose record as a teacher or researcher in the college, shows reasonable assurance of fulfillment for purposes of the assignment.
- 1 b) Must have served the college for not less than six (6) consecutive years, the last two years of which with a rank not lower than Associate Professor.
- c) Must not have pending administrative case or unserved penalty of a decided administrative case.
- d) Must not have been on vacation leave without pay during the 6-year period for an aggregate number of fifteen (15) days in order not to disrupt the continuity of the service requirement.
- e) Must not have enjoyed the privilege within the last six years.
- 1 f) Must have a permanent appointment.

Grant of sabbatical leave shall be subject to the following requirements:

- a) Submission by the department/center of the schedule of sabbatical assignments of staff in order to avoid overlapping of sabbatical leave. Any recommendation for sabbatical leave must be based on the earlier submitted and approved schedule of sabbatical

assignments. The schedule of sabbatical assignment should be for a duration of five years to be recommended by the Personnel Committee and APB and approved by the College President. If a staff who is scheduled for sabbatical leave may waive his right to that privilege, he should write a waiver in favor of one next in line. In which case, the Department Personnel Committee shall determine his next schedule sabbatical leave.

- b) The sabbatical leave shall not be scheduled after the start of the semester/term in order not to disrupt the academic activities for that particular semester/term.
- c) A plan of work for the sabbatical assignment must be submitted to the Academic Personnel Board, together with the endorsement of the Personnel Committee of the Department/Unit, showing in the rationale how the sabbatical assignment can contribute to the improvement of the College and to the professor's home unit and how it can upgrade himself professionally.

Conditions for availment:

The staff allowed to go on sabbatical leave with pay shall be required to fulfill the following obligations:

- a) Submit to the APB thru the ODI regular progress report of his activities at least once every semester.
- b) Submit final written report of his sabbatical activities and accomplishment with supporting outputs/documents. Failure to submit the required report within 6 months period after his report to duty will deprive of his right to avail of the same privilege in the future and his salary on the seventh month after his report for duty will be withheld.
- c) Must not be allowed to go on leave without pay after the end of his sabbatical leave.