



28 November 2017

MEMORANDUM CIRCULAR NO. 88

Series of 2017

T O: Deans, Department Heads, Faculty and Staff Who Are On Study Leave


R E: Submission of Scholarship Contract

Please be informed that faculty and staff members who are initially on study leave under the VSU Fellowship Program but have later availed of an external scholarship **MUST IMMEDIATELY** inform in writing the VSU Scholarship & Fellowship Committee (VSFC), through the Department Head or Dean, upon availment of such scholarship. A copy of the scholarship contract must be also submitted to the VSFC.

Faculty and staff members are only allowed to enjoy one scholarship/fellowship grant at any given time. Once a faculty under Fellowship Grant is able to avail of an external scholarship, his/her Fellowship Grant shall be immediately terminated. Any attempt to keep the information, resulting to both fellowship & scholarship grants enjoyed at the same time, is immoral and illegal, and shall be dealt with administratively.

All stipends and other benefits paid to the scholar after effectivity of the external scholarship shall be returned to the university, the terms of which shall be determined by the VSFC.

For your compliance.


EDGARDO E. TULIN
President

Cc: VSFC