



28 July 2017

**MEMORANDUM NO. 311**

Series of 2017

**T O: All Vice Presidents, College Deans, Directors and Faculty Scholars Concerned**

**R E: Clarification on Important Provisions of the Scholarship Contract**

In our effort to intensify our faculty development initiatives, the university has been supporting regular faculty members to go on study leave with pay under the VSU Fellowship or Financial Assistantship grant with salary for those who have external scholarships, if qualified based on BOR approved scholarship guidelines. Due to the very big number of faculty sent for scholarship, the university expects few possible misunderstanding of the provisions of the contract they signed with the university. This was also what happened when the then ViSCA implemented the World Bank-funded massive faculty development program.

This clarification is therefore issued for the guidance of the scholars and the department head concerned to wit:

1. The contract executed between the university and the scholar is only good for one year, subject to the renewal upon recommendation of the VSU Scholarship Committee and compliance with the pertinent provisions of the contract unless otherwise terminated earlier. In case of an approved renewal or extension, there shall be no more necessity for another instrument to be drawn. This means that the action of the Scholarship Committee as approved by this Office shall serve as the authority for the renewal or extension of study leave with or without pay in accordance with existing BOR-approved scholarship guidelines.
2. Another provision of the contract provides: "Return to VSU immediately upon termination/completion of his studies or course under the GRANT and submit a written report on his studies within sixty (60) days after return to duty". This clearly means that a scholar who already finished his/her degree and therefore, is no longer enrolled, should immediately report back to duty as he/she is no longer on study leave. Should said scholar fails to report to work as required, his/her absences shall be charged to his/her available leave/service credits. If there are no available leave/service credits, said scholar shall be considered on leave without pay.
3. The misconception by some faculty scholar who completed his/her studies during the second semester of the school year to enjoy the proportionate summer vacation with pay during summer term is erroneous. To emphasize, a faculty on study leave are not considered in active service as teacher prior to the summer term and therefore, he/she is not entitled to summer vacation with pay which benefit is only due to teachers actually serving during that particular school year. Faculty members who will or did not immediately report after the completion of their studies but instead, enjoyed their



summer vacation are not entitled to said summer vacation with pay. They should, therefore, be required to file their respective leave of absence so that corresponding deduction from their leave credits can be effected. If the faculty concerned have no available leave or service credits, he/she shall be required to refund the salaries paid to them without legal basis. The Internal Audit Service Office (IASO) is requested to get the list of these faculty scholars concerned for immediate implementation of this memorandum.

4. To facilitate renewal of extension of the scholarship/fellowship, the scholar concerned should submit progress report of his/her study duly supported by his report of grades. If no progress report is submitted to the scholarship committee and therefore, no approved renewal or extension, the payment of the salaries of the faculty concerned shall be automatically stopped. The payroll in-charge at the PRPEO is directed to exclude in the payroll those scholars whose renewal or extension has not been acted upon by the Scholarship Committee and this Office.

All academic department heads and personnel committees of the department concerned are directed to make sure that their faculty on scholarship should strictly comply with the above-mentioned provisions in their contract.

The Scholarship Committee, through the Office of the Vice President for Instruction and ODAHRD are requested to conduct monitoring activities of the progress of the studies of these scholars. This is necessary to ensure completion of their studies since any issues or problems earlier raised during any monitoring activity can be immediately given solutions by the scholar concerned. If allowable, the university should find ways and means to help the needy scholars concerned.

For guidance of all concerned.

  
EDGARDO E. TULIN  
President