



EXCERPTS FROM THE MINUTES OF THE
115TH BOARD OF REGENTS' MEETING
Board Room, VSU, Baybay City
07 June 2024

Agenda Item : 2.24, Annex "AA"

Proposal : *Application for Sabbatical Leave of some Faculty Members*

On motion, duly seconded, and unanimously approved, the Board passed:

BOR Resolution No. 95, s. 2024

APPROVING THE APPLICATION OF FACULTY MEMBERS FOR SABBATICAL LEAVE.

Name	Position	Dept	Date	Nature
BANDE, MARLITO M.	Asso. Prof. IV	ITEEM	Jan - Dec 2025	Rest & Renewal
POLINAR, ANATOLIO	Professor II	DFS	Aug 15, 2024 – Aug 14, 2025	Rest & Renewal

BOARD ACTION : **APPROVED**
Date : 07 June 2024

Certified True and Correct:


HAZELLE V. ASALDO
Board and University Secretary



**ACADEMIC STAFF
RECOMMENDED FOR SABBATICAL LEAVE UNDER REST AND RENEWAL**
VSFC-AS Res. No. 192
dated April 03, 2024

Dept.	Name	Position	Date of Sabbatical leave
ITEEM	Dr. Marlito M. Bande	Associate Professor IV	January-December 2025

Submitted by:

ROTACIO S. GRAVOSO
VP for Academic Affairs &
Chairperson of VSFC-AS

Recommending approval:

PROSE IVY G. YEPES
University President

NOTE:

The VSFC-AS through its meeting dated April 03, 2024 recommended the recommendation of the ITEEM Personnel Committee for **Dr. Marlito M. Bande**, Associate Professor IV, to go on sabbatical leave under Rest & Renewal option for one year effective 2nd semester of SY 2024-2025, subject for BOR approval through UADCO.

March 13, 2024

Dr. Prose Ivy G. Yepes
President
Visayas State University
Visca, Baybay City, Leyte

Thru: **Dr. Beatriz S. Belonias**
Chairman, Academic Personnel Board (APB)

Dear **President Yepes**,

We favorably recommend **Dr. Marlito M. Bande**, Associate Professor of this Institute, for a one (1) year Sabbatical Leave (SL), with no output, beginning the 2nd Semester of the Academic Year 2024–2025.

Based on the approved ITEEM Faculty Development Plan of 2023-2027, Dr. Bande is supposedly scheduled for SL this year (2024). However, considering Dr. Eliza D. Espinosa's emergency SL, effective November 2023 until October 2024, Dr. Bande's schedule is being moved.

Dr. Bande has been efficiently serving the university for over 20 years now, and we find it timely for him to take the privilege to rest a while from the stress at work. We believe that this one-year hiatus would offer him increased psychological resources such as health, a sense of control and independence, energy, and overall well-being. Likewise, we believe that during his return, the Institute would equally benefit, with him again refreshed for a more productive and excellent service.

With this, we are hoping for your favorable action on this matter. Thank you very much, and our warmest congratulations to you on winning the VSU 7th presidency! God bless.

Very truly yours,

THE ITEEM PERSONNEL COMMITTEE:


ANGELITA B. ORIAS
Committee Member


KLEER JEANN G. LONGATANG
Committee Member



TEOFANES A. PATINDOL
Committee Chairman, and Institute Director

Approved as per VSFC-AS
Res. No. 192
dated April 3, 2024

Endorsed by:


RENEZITA S. COME
Dean, CFES

Recommending Approval:


BEATRIZ S. BELONIAS
Chairman, APB

Approved:


PROSE IVY G. YEPES
President

Approved as per VRFC-AJ
Rec. No. 192
dated April 3, 2024



ACADEMIC STAFF
RECOMMENDED FOR SABBATICAL LEAVE UNDER REST AND RENEWAL
Per VSFC-AS Res. No. 227 dated April 17, 2024

Dept.	Name	Position	Date of Sabbatical leave
DFS	Dr. Anatolio N. Polinar	Professor II	August 15, 2024 to August 14, 2025

Submitted by:

ROTACIO S. GRAVOSO
VP for Academic Affairs &
Chairperson of VSFC-AS

Recommending approval:

PROSE IVY G. YEPES
University President
OIC 5/24/24

NOTE:

The VSFC-AS through its meeting dated April 17, 2024 recommended to the recommendation of the Department of Forest Science Personnel Committee for **Dr. Anatolio N. Polinar**, Head of DFS for one (1) year sabbatical leave under Rest and Renewal option effective August 15, 2024 to August 14, 2025, subject for BOR approval through UADCO.



VISAYAS
STATE UNIVERSITY



DEPARTMENT OF
FOREST SCIENCE

April 4, 2024

PROSE IVY G. YEPES

President, Visayas State University
Visca, Baybay City, Leyte

Thru: **BEATRIZ S. BELONIAS**

Vice President for Academic Affairs / Chairman, APB and
VSU Scholarship Committee

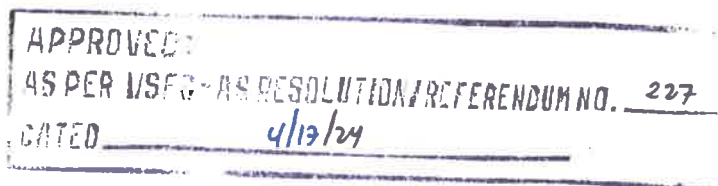
Dear President Yepes:

This is to request your approval of the undersigned application for a one-year SABBATICAL LEAVE under the Rest and Renewal option effective August 15, 2024 – August 14, 2025. I've been working in the university since 1997 starting from being a part-time Instructor to full-pledged Professor II at present. The duration of my work assignments or experience necessitates the need for some rest to further renew my mindset of becoming a more effective and efficient labor force in the coming years.

Attached are my Individual Faculty Workload (IFW) for 4 semesters, TPES Evaluation Results, appointment as Head of the Department of Forest Science, loyalty award, service record and Faculty Development Plan for your reference and evaluation. Hoping for your favorable consideration in this regard. Thank you very much and God bless.

Very respectfully yours,

ANATOLIO N. POLINAR
Faculty /Head-DFS



Recommending approval:

For the DFS Personnel Committee

Abstain
ANATOLIO N. POLINAR
Chairman

RENEZITA S. COME
Member/Dean-CFES

TEOFANES A. PATINDOL
Member/Director-ITEEM

BEATRIZ S. BELONIAS

Vice President for Academic Affairs / Chairman, APB and
VSU Scholarship Committee

DEPARTMENT OF FOREST SCIENCE
Visca, Baybay City, Leyte, Philippines
Email: forestscience@vsu.edu.ph
Website: www.vsu.edu.ph
Phone: 565 0600 Local 1026




Management
System
ISO 9001:2015

www.tuv.com
ID 9108658749



Page 1 of 2
FM-VSU-03
V2 05-09-2023
No. 24-056

Approved:


PROSE IVY G. YEPEZ
President, VSU

APPROVED:
AS PER VSFC-AS RESOLUTION/REFERENDUM NO. 227
DATED 4/17/24



Service Record

NAME: POLINAR, ANATOLIO NAROLLO

BIRTHDATE: NOV. 20, 1968 BIRTHPLACE: BONTOC, SO. LEYTE (Date herein should be checked from birth or baptismal certificate or some other reliable documents.)

Employee No: V-00408

This is to certify that the employee named herein above actually rendered services in this Office as shown by the service record below, each line of which is supported by appointment and other papers actually issued by this office and approved by the authorities concerned.

SERVICE (Inclusive Date)		RECORD OF APPOINTMENT	OFFICE ENTITY/DIV.			Leave/ Absent Without Pay		SEPARATION (4)
From	To	Designation	Status (1)	Salary (2)	Station/ Branch Place (3)	From	To	Date-Cause
11/02/1997	11/01/1998	Instructor I	T	116,016.00	A VISCA Nat.	None		
11/02/1998	10/31/1999	Instructor I	T	116,016.00	A VISCA Nat.	None		
11/01/1999	12/31/1999	Instructor I	T	116,016.00	A VISCA Nat.	None		
01/01/2000	10/31/2000	Instructor I	T	127,620.00	A VISCA Nat.	None		
11/01/2000	06/30/2001	Instructor I	T	127,620.00	A VISCA Nat.	None		NBC468
07/01/2001	10/31/2001	Instructor I	T	134,004.00	A VISCA Nat.	None		
11/01/2001	10/31/2002	Instructor I	T	134,004.00	A VISCA Nat.	None		NBC474
11/01/2002	10/31/2003	Instructor I	T	134,004.00	A LSU Nat.	None		
11/01/2003	10/31/2004	Instructor I	T	134,004.00	A LSU Nat.	9/18pm/2002	10/4/2004	76.5 d stylwop
11/01/2004	10/31/2005	Instructor I	T	134,004.00	A LSU Nat.	10/5/2004		reinstated
11/01/2005	11/30/2005	Instructor I	T	134,004.00	A LSU Nat.	None		
12/01/2005	06/30/2007	Instructor II	T	142,044.00	A LSU Nat.	None		NBC 461 2nd
07/01/2007	06/30/2008	Instructor II	T	156,252.00	A VSU Nat.	None		NBC 511
07/01/2008	06/30/2009	Instructor II	T	171,876.00	A VSU Nat.	None		NBC 516
07/01/2009	09/30/2009	Instructor II	T	193,212.00	A VSU Nat.	None		NBC 521
10/01/2009	06/23/2010	Instructor III	T	205,764.00	A VSU Nat.	None		NBC 461
06/24/2010	05/31/2011	Instructor III	T	229,344.00	A VSU Nat.	None		NBC 524
06/01/2011	10/27/2011	Instructor III	T	252,936.00	A VSU Nat.	None		NBC 530
10/28/2011	05/31/2012	Asst. Professor III	T	315,504.00	A VSU Nat.	None		NBC 461
06/01/2012	02/16/2014	Asst. Professor III	T	348,336.00	A VSU Nat.	None		NBC 540
02/17/2014	12/31/2014	Asst. Professor III	P	348,336.00	A VSU Nat.	None		Change status
01/01/2015	12/31/2015	Associate Professor II	P	438,804.00	A VSU Nat.	None		NBC 461
01/01/2016	12/31/2016	Associate Professor II	P	477,216.00	A VSU Nat.	None		NBC 562
01/01/2017		Associate Professor II	P	519,000.00	A VSU Nat.	None		NBC 568
01/01/2017	12/31/2017	Associate Professor III	P	573,348.00	A VSU Nat.	None		NBC461-6th
01/01/2018	12/31/2018	Associate Professor III	P	630,648.00	A VSU Nat.	None		NBC 572
01/01/2019	06/30/2019	Associate Professor III	P	693,660.00	A VSU Nat.			NBC 575
07/01/2019	12/31/2019	Associate Professor V	P	885,732.00	A VSU Nat.			NBC 461 7 th cycle
01/01/2020	12/31/2020	Associate Professor V	P	904,308.00	A VSU Nat.			NBC 579
01/01/2021	12/31/2021	Associate Professor V	P	922,884.00	A VSU Nat.			NBC 584
01/01/2022	06/30/2022	Associate Professor V	P	941,460.00	A VSU Nat.			NBC 588
07/01/2022	09/14/2022	Associate Professor V	P	955,908.00	A VSU Nat.			Jnt.CSC/DBM#1
09/15/2022	12/31/2022	Professor II	P	1,209,456.00	A VSU Nat.			Reclassification
01/01/2023	PRESENT	Professor II	P	1,232,280.00	A VSU Nat.			NBC 591

Purpose: For Leave application purposes

O.R. #: 0666779

Date: 24-November-2023

Issued in compliance with Executive Order No. 54, dated August 10, 1954, and in accordance with Circular No. 58, dated August 10, 1954, of the System.

Legend: D - Daily M - Monthly A - Annually

CERTIFIED CORRECT:

C - Casual

T - Temporary

CO-Contractual

TS - Temp./Subst.

P - Permanent

S - Substitute

PR - Provisional


RS - Regular Substitute

PB - Probational

RP - Regular Permanent

Hi - Hired

PS - Provisional/Substitute


JENNIFER E. ANDO
Head, RSPPRO

Date Issued: 11/29/2023

Vision:
Mission:

A globally competitive university for science, technology, and environmental conservation.
Development of a highly competitive human resource, cutting-edge scientific knowledge
and innovative technologies for sustainable communities and environment.

Page 2 of 2
FM-HRM-31
v0 11-12-2021
No. 023-476