



119TH BOARD OF REGENTS MEETING

BOR RESOLUTION NO. 13
Series of 2025

GRANTING THE UNIVERSITY PRESIDENT THE AUTHORITY TO SIGN THE CONTRACT FOR THE THIRD AND FINAL YEAR OF DR. EA KRISTINE CLARISSE B. TULIN'S POST-DOCTORAL LEAVE WITHOUT PAY, COVERING THE PERIOD FROM 01 MARCH 2025 TO 29 FEBRUARY 2026

WHEREAS, Section 7 (v) of Republic Act No. 9158, the university's enabling law, empowers the Governing Board to establish policy guidelines and procedures for participative decision-making and transparency within the institution in the manner it may determine, in its discretion, to carry out the purposes and functions of the University;

WHEREAS, Dr. EA Kristine Clarisse B. Tulin, a faculty member of Visayas State University, has been on a post-doctoral leave without pay for academic advancement and professional development;

WHEREAS, the said post-doctoral leave is now entering its third and final year, requiring the execution of a new contract to formalize the continuation of her leave status;

WHEREAS, Dr. Tulin's request to continue her Post-Doctoral Leave was duly endorsed by the DPC and VSFC-AS of the University;

WHEREAS, it is necessary to authorize the University President to execute the said contract and undertake all acts required to effectuate its terms;

WHEREAS, the amendment of the contracts has been thoroughly evaluated by the University Administrative Council (UADCO) via referendum and obtained favorable endorsement;


WHEREAS, finding the recommendation in order, the Governing Board agreed to approve the proposal;


NOW, THEREFORE, on motion, duly seconded, and unanimously approved, be it;

RESOLVED, as it is hereby resolved, that the Board of Regents of Visayas State University grants authority to the University President to sign, on behalf of the University, the contract for the third and final year of Dr. EA Kristine Clarisse B. Tulin's post-doctoral leave without pay covering the period March 1, 2025 to February 29, 2026.

IN WITNESS of our approval thereof, we affix our signatures this 29th day of April 2025 at VSU, Baybay City, Philippines.

VSU BOARD OF REGENTS


HON. ETHEL AGNES P. VALENZUELA
CHED Commissioner and Chairperson
VSU-Board of Regents


HON. PROSE IVY G. YEPES
VSU President, Vice Chairperson
VSU-Board of Regents


(Absent)


HON. BERNADETTE REMALLA-MAYBITUIN
Representing Hon. **ALLAN PETER S. CAYETANO**
Chairperson, Senate Committee on Higher,
Technical and Vocational Education
Member, VSU BOR


HON. CARL NICOLAS C. CARI
Representing Hon. **MARK O. GO**
Chairperson, Committee on Higher & Technical
Education, House of Representatives
Member, VSU BOR


HON. MEYLENE C. ROSALES
Regional Director, Department of Economy,
Planning and Development, RO VIII
Member, VSU BOR


HON. ANDREW RODOLFO T. ORAIS
Regional Executive Director, Department of
Agriculture-RO8
Member, VSU BOR



HON. ERNESTO F. BULAYOG
Faculty Regent - VSU System Faculty Union of
Baybay Leyte
Member, VSU BOR


HON. OSCAR B. POSAS
President, VSU Federated Alumni Association
Member, VSU BOR


HON. RYAN C. ILAIDA
Student Regent - VSU Student Council Federation
Member, VSU BOR

Private Sector Representatives:


HON. ALAIN CHARLES J. VELOSO
Member, VSU BOR
Villaba, Leyte


HON. RUPERTO O. APARRI, III
Member, VSU BOR
Tacloban City, Leyte



VISAYAS
STATE UNIVERSITY

OFFICE OF THE
PRESIDENT



Management
System
ISO 9001:2015
www.tuv.com
ID: 9109058748

23 April 2025

THE HONORABLE MEMBERS OF THE BOARD OF REGENTS

Visayas State University
Visca, Baybay City, Leyte

Dear **Honorable Members of the Board of Regents:**

Greetings!

This is to respectfully transmit to you the relevant documentation and administrative actions relative to the **endorsement for the renewal of Dr. Ea Kristine Clarisse B. Tulin's postdoctoral leave without pay**, as endorsed by the Department of Biotechnology through their letter dated February 5, 2025, and received by the Office of the President.

Upon review of institutional records and as part of due diligence, this Office noted gaps in documentation related to the implementation of Board Resolution No. 141, s. 2022, which approved Dr. Tulin's leave effective March 2023. In response, and in order to ensure full compliance with said resolution and all Civil Service and university rules, the Office issued Memorandum No. 560, s. 2025 dated April 8, 2025, addressed to the UHRMDO Director and the former Legal Officer. The purpose was to formally seek **clarification and explanation regarding the non-execution of a return service contract** as stipulated in both the VSFC-AS and BOR-approved conditions of leave.

Following this directive, the Office received a formal response dated April 10, 2025, from Ms. Honey Sofia V. Colis (HR Director) and Atty. Rysan Guinocor (Former Legal Officer), which included a chronological report of actions taken as well as a justification for the absence of a finalized contract. The key highlights from their report are as follows:

- A draft contract was indeed prepared and transmitted via email in June 2023, but was not finalized due to unresolved legal concerns and the absence of a formal template for postdoctoral leave.
- Legal comments raised the issue that the initial contract did not explicitly cover the postdoctoral arrangement, nor did it include clear penalty clauses in the event of non-return.
- There is no duly executed return service contract for the first and second year of Dr. Tulin's postdoctoral fellowship (March 2023–February 2024, and March 2024–February 2025).

In view of these findings, and to ensure that Dr. Tulin's current and final year of postdoctoral leave (March 2024 to February 2025) is fully supported by appropriate documentation, we respectfully **seek authorization from the Board of Regents for the University President to sign the contract for the third and final year of Dr. Tulin's leave, covering the period March 1, 2025 to February 29, 2026.**

OFFICE OF THE PRESIDENT

2/F Administration Building, Visayas State University
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Page 1 of 2
FM-OOP-05
V06 01-23-2025
No. 25-1226

This authorization will address the procedural gap and reinforce compliance with the original BOR directive, while safeguarding institutional interests through a properly executed agreement.

All supporting documents, including the request and endorsement letters, minutes of meetings, resolution, justification, and explanatory memos, are herein attached for your reference and action.

Thank you very much for your kind attention and guidance.

Respectfully yours,



PROSE IVY G. YEPES, EdD
University President
Visayas State University



VISAYAS
STATE UNIVERSITY

**ADMINISTRATIVE
SERVICES**

April 11, 2025

Dr. PROSE IVY G. YEPES
President
Visayas State University

Dear **Dr. Yepes**,

This is in response to OP Memorandum No. 560, series of 2025, regarding the clarification and explanation on the absence of a contract for Dr. Ea Kristine Clarisse B. Tulin's postdoctoral leave.

As part of standard practice, the Legal Office conducts contract orientations for scholars who are formally endorsed or scheduled by the Human Resource Management Office (HRMO). However, notarization of scholarship contracts cannot be made mandatory within the office to avoid conflicts of interest and violations of legal ethics. Thus, other scholars have their contracts notarized outside of VSU.

Upon inquiry, Ms. Gayanillo of HRMO, informed our office that postdoctoral scholars are not required to have an orientation and is not part of their process. The only involvement of our office was when Dr. Belonias requested legal advice (attached as *Annex A* and series) regarding the recommendation of the Department of Biotechnology for Dr. Tulin to pursue a postdoctoral leave. The Legal Office issued a legal opinion/comment in response to Dr. Belonias' queries (attached as *Annex B* and series).

Upon verification of our records, we found no notarized contract for Dr. Tulin within the Legal Office. Additionally, no orientation session was scheduled or conducted by our office in relation to her postdoctoral leave.

We hope this clarifies the matter.

Sincerely,

RYSAN C. GUINOCOR
Director, Administrative Services

"Annex A"



VISAYAS
STATE UNIVERSITY

**OFFICE OF THE VICE PRESIDENT FOR
ACADEMIC AFFAIRS**

1/F Administration Building
Visca Baybay City, Leyte 6521-A, Philippines
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November 25, 2022

ATTY. RYSAN C. GUINOCOR

Director for Administration and OIC-Head, Legal Office
Visayas State University
Baybay City, Leyte

Dear Atty. Guinocor,

This pertains to the attached recommendation of the Department of Biotechnology for Dr. Ea Kristine Clarisse B. Tulin to go on Postdoctoral Leave effective March 2023.

The VSFC-AS, in its meeting yesterday, Nov 24, 2022, agreed to refer the request to your office for legal opinion on the following issues before the Committee can act on the request:

1. Can Dr. Tulin sign a contract even if she is on leave without pay? If so, what would be the terms of the contract? Is it possible to draft a "Special Contract" requiring her to render return service, even if she is on leave without pay?
2. If she goes on postdoctoral leave and sign another contract, would there be no violation? She has just started her return service for her 2 previous contracts (for her MS and PhD).

Thank you.

Very truly yours,


BEATRIZ S. BELONIAS
Chair, VSFC-AS



VISAYAS
STATE UNIVERSITY



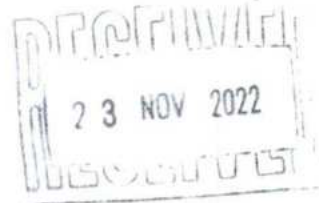
**DEPARTMENT OF
BIOTECHNOLOGY**

Visca, Baybay City, Leyte, PHILIPPINES
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Website: www.vsu.edu.ph

"Annex-A-1"

November 15, 2022

Dr. Edgardo E. Tulin
University President
VSU, Visca, Baybay City, Leyte



Thru: Dr. Beatriz S. Belonias
Vice President for Academic Affairs
Chairperson, VSFC-AS

Dear President Tulin,

RE: Postdoctoral study 2023

I am happy to inform you that I got accepted for a **Postdoctoral Research Fellowship in Immunology and Glycoscience at the Cummings Lab, Harvard Medical School (HMS), Harvard University, USA**. I was offered this position last Fall 2022, but given my return contract with VSU, I kindly requested to postpone my start day to Spring 2023 (March 2023). Since this is a very competitive position, I cannot move the starting date any further. With this, I kindly ask for your consideration to allow me to pursue this training opportunity starting March 2023 and defer the continuation of my return service requirement until after my fellowship. If granted permission, I will undergo this postdoctoral fellowship under leave without pay conditions.

I will be working along-side the best mentors in the fields of biochemistry, glycobiology, and surgery. My principal investigator, Dr. Richard D. Cummings, head of the surgery department at BIDMC, HMS has authored several books in the field, and produced many patents in chemistry, medicine, and biotechnology. I believe the training that I will receive at Harvard can contribute to the development of the Department of Biotechnology, and the Advanced Research and Innovation Center. In addition, this may also open collaboration between VSU and Harvard University in the near future.

Please find attached my offer letter and the link of the research profile of Dr. Cummings at Harvard for your reference.

<https://connects.catalyst.harvard.edu/Profiles/display/Person/141766>

I am hoping for your positive response to this request.

Thank you very much.

Very respectfully yours,

EA KRISTINE CLARISSE B. TULIN
Instructor, Department of Biotechnology



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.

Beth Israel Deaconess Medical Center
Harvard Medical School



From the Office of Richard D. Cummings, Ph.D., S. Daniel Abraham Professor of Surgery
Harvard Medical School, Beth Israel Deaconess Medical Center
Director of the Harvard Medical School Center for Glycoscience and the National Center for Functional Glycomics

August 9, 2022

Ms. Ea Kristine Clarisse B. Tulin
United Graduate School of Agricultural Science
Tokyo University of Agriculture and Technology
2-3-1 Natsushima, Setagaya-ku, Tokyo 158-8501, Japan

RE: Position as a Postdoctoral Fellow in the Department of Surgery, Beth Israel Deaconess Medical Center,
Harvard Medical School, Boston, MA, USA

Dear Ms. Tulin,

It is my pleasure to offer you a position as a Postdoctoral Fellow in the Department of Surgery at the Beth Israel Deaconess Medical Center, Harvard Medical School, within my research group to begin on March 1, 2023 contingent upon completion of your Ph.D. requirements and graduation in the Fall of 2022. The salary will be \$54,840, which is the NIH stipend level for beginning postdoctoral fellows. You will also be given a Harvard appointment as a research fellow after you arrive. We expect that the position will last for 3 years.

I am delighted that you have expressed interest in my research group. Your expertise and experience in Biological chemistry, Chemistry, and Glycobiology will be a tremendous addition to our laboratory. I believe that in our work together we will be able to make great strides in many of our research projects, including the novel lamprey project to generate anti-glycan reagents to target a wide range of human and animal glycans and projects involving brain glycobiology. I hope this position will be a rewarding experience for you, both personally and professionally.

Please contact me if you have any questions; additional information related to administrative requirements and explanation of benefits will follow.

Sincerely yours,

Richard D. Cummings, Ph.D.

#1 2669181



VISAYAS
STATE UNIVERSITY



**DEPARTMENT OF
BIOTECHNOLOGY**

Visca, Baybay City, Leyte, PHILIPPINES
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Website: www.vsu.edu.ph

November 15, 2022

Dr. Edgardo E. Tulin
University President
VSU, Visca, Baybay City, Leyte

RECEIVED
23 NOV 2022
VSU

Thru: Dr. Beatriz S. Belonias
Vice President for Academic Affairs
Chairperson, VSFC-AS

Dear President Tulin,

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I will be working along-side the best mentors in the fields of biochemistry, glycobiology, and surgery. My principal investigator, Dr. Richard D. Cummings, head of the surgery department at BIDMC, HMS has authored several books in the field, and produced many patents in chemistry, medicine, and biotechnology. I believe the training that I will receive at Harvard can contribute to the development of the Department of Biotechnology, and the Advanced Research and Innovation Center. In addition, this may also open collaboration between VSU and Harvard University in the near future.

Please find attached my offer letter and the link of the research profile of Dr. Cummings at Harvard for your reference.

<https://connects.catalyst.harvard.edu/Profiles/display/Person/141766>

I am hoping for your positive response to this request.

Thank you very much.

Very respectfully yours,


EA KRISTINE CLARISSE B. TULIN
Instructor, Department of Biotechnology



VISAYAS
STATE UNIVERSITY



**DEPARTMENT OF
BIOTECHNOLOGY**
Visca, Baybay City, Leyte, PHILIPPINES
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Website: www.vsu.edu.ph

Endorsed by:


LOURD FRANZ M. GABUNADA
OIC-Head, Biotechnology
& Chairman, Dept. Personnel Committee


MARCIANA B. GALAMBAO
Member, Dept. Personnel Committee


DONNA CHRISTENE Q. RAMOS
Member, Dept. Personnel Committee


SARAH JEAN C. SUGANO
Member, Dept. Personnel Committee

Noted:


MA. THERESA P. LORETO
Dean, College of Arts and Sciences

Recommending Approval:


BEATRIZ S. BELONIAS
Vice President for Academic Affairs
Chairperson, Academic Personnel Board

Approved:


EDGARDO E. TULIN
University President

From the Office of Richard D. Cummings, Ph.D., S. Daniel Abraham Professor of Surgery
Harvard Medical School, Beth Israel Deaconess Medical Center
Director of the Harvard Medical School Center for Glycoscience and the National Center for Functional Glycomics

August 9, 2022

Ms. Ea Kristine Clarisse B. Tulin
United Graduate School of Agricultural Science
Tokyo University of Agriculture and Technology
s191702@st.go.tnaff.ac.jp

RE: Position as a Postdoctoral Fellow in the Department of Surgery, Beth Israel Deaconess Medical Center, Harvard Medical School, Boston, MA, USA

Dear Ms. Tulin,

It is my pleasure to offer you a position as a Postdoctoral Fellow in the Department of Surgery at the Beth Israel Deaconess Medical Center, Harvard Medical School, within my research group to begin on March 1, 2023 contingent upon completion of your Ph.D. requirements and graduation in the Fall of 2022. The salary will be \$54,840, which is the NIH stipend level for beginning postdoctoral fellows. You will also be given a Harvard appointment as a research fellow after you arrive. We expect that the position will last for 3 years.

I am delighted that you have expressed interest in my research group. Your expertise and experience in Biological chemistry, Chemistry, and Glycobiology will be a tremendous addition to our laboratory. I believe that in our work together we will be able to make great strides in many of our research projects, including the novel lamprey project to generate anti-glycan reagents to target a wide range of human and animal glycans and projects involving brain glycobiology. I hope this position will be a rewarding experience for you, both personally and professionally.

Please contact me if you have any questions; additional information related to administrative requirements and explanation of benefits will follow.

Sincerely yours,

Richard D. Cummings, Ph.D.



MINUTES OF THE 127TH VSU SCHOLARSHIP/FELLOWSHIP

Thursday, November 24, 2022 @ 2:00 p.m.

Visca, Baybay City, Leyte

(meet.google.com/rwj-ybpz-hsr)

ATTENDANCE:

Present:

Dr. Beatriz B. Belonias	- Chairperson and Presiding Officer
Dr. Maria Juliet C. Ceniza	- Co-Chairperson
Dr. Anabella B. Tulin	- Member
Ms. Honey Sofia V. Colis	- Member, represented by Ms. Regina C. Bebira
Mr. Nick Freddy R. Bello	- Member, represented by Ms. Ms. Wilma V. Napiere
Dr. Moises Neil V. Serifo	- Member (Virtual attendance)
Engr. Florentino F. Morales, Jr.	- Member (Virtual attendance)
Ms. Ma. Fe L. Gayanilo	- Secretary

Absent:

NONE

AGENDA:

I. Roll Call and Declaration of Quorum

The meeting was called to order at 2:00 p.m. with Dr. Beatriz B. Belonias, VSFC-AS Chairperson, presiding.

II. Approval of Agenda

The agenda which had been presented via google meet and approved.

III. Correction and approval of Minutes of Previous Meeting

None.

IV. Matters Arising from the Approved Minutes

None.

1. New Business

1. Recommendation of the DSS Personnel Committee on the request of **Mr. Mark Barbadillo** for financial assistance for visa processing, local and international air tickets for his incoming travel abroad for his PhD in Soil Science specializing in Soil

Upon appealing his case, however, he was given due consideration and was allowed to take the special comprehensive examination last August 12, 2022. However, when he inquired about enrollment in the comprehensive examination, he learned that such an examination in their school system need not be enrolled. Hence, the school activity he had was the comprehensive examination only for the 1st semester. Thus the IHK DPC would like to endorsed the appeal of Mr. Mazo for his stipend and book allowance for the 1st trimester of SY 2021-2022 covering July-August 2022, be release despite his not being enrolled during the period. The University where he is studying does not required graduate students to enroll in a comprehensive examination only an application to take the examination is required.

VSFC-AS Res. No. 2728
Series of 2022

Action: Recommending approval.

8. Recommendation of the Department of Biotechnology Personnel Committee for **Dr. Ea Kristine Clarisse B. Tulin** to attend the VSU R & D Symposium organized by OVPREI on November 17-18, 2022 at the VSU, RDE Hall, Baybay City, Leyte with the registration fee of P1,500.00 charged to ARIC funds.

VSFC-AS Res. No. 2729
Series of 2022

Action: Recommending approval.

9. Letter of **Dr. Ea Kristine Clarisse B. Tulin** which was endorsed by Department of Biotechnology Personnel Committee informing that she got accepted for a Postdoctoral Research Fellowship in Immunology and Glycoscience at the Cummings Lab, Harvard Medical School (HMS), Harvard University, USA. She was offered this positon last Fall 2022, buy given her return contract with VSU, she requested for the postponement to spring in 2023 (March 2023). Since this is a very competitive position, she cannot move the starting date any further. With this, she asks for the kind consideration to allow her to pursue the training opportunity starting March 2023 and defer the continuation of her return service requirement until after her fellowship. If given permission, she will undergo this postdoctoral fellowship under leave without pay conditions.

She will be working along-side the best mentors in the field of biochemistry, glycobiology, and surgery. Her principal investigator, Dr. Richard D. Cummings, head of the surgery department at BIDMC, HMS has authored several books in the field, and produced many patents in chemistry, medicine and biotechnology. She believes that the training she receive at Harvard can contribute to the development of the Department of Biotechnology, and the Advanced Research and Innovation Center. In addition, this may also open collaboration between VSU and Harvard University in the near future.

VSFC-AS Res. No. 2730
Series of 2022

Action: For further discussion. The request will be referred to Atty. Rysan C. Guinocor, Legal Officer, for legal opinion on the following issues before the Committee can act on the request:

a. Can Dr. E.K.C. Tulin sign a contract even if she is on leave without pay? If so, what would be the terms of the contract? Is it possible to draft a "Special Contract" requiring her to render return service, even if she is on leave without pay?

b. Would there be no legal impediment if she signs a third contract considering that she has just started her return service for her 2 previous contracts for her MS and PhD?

10. Recommendation of the DAS Personnel Committee for **Dr. Manuel D. Gacutan, Jr.** to attend and invited and key note speaker the "4TH UC Faculty Forum" organized by SEARCA and CLSU on December 5-7, 2022 at CLSU, Nueva Ecija. Request further for per diem and transportation allowance.

VSFC-AS Res. No. 2731
Series of 2022

Action: Recommending approval for official time only since the transportation allowance and accommodation are shouldered by SEARCA.

11. Recommendation of the DABE Personnel Committee for **Engr. Eldon P. De Padua** to attend the "4TH UC Faculty Forum" organized by SEARCA and CLSU on December 5-7, 2022 at CLSU, Nueva Ecija on official time only.

VSFC-AS Res. No. 2732
Series of 2022

Action: Recommending approval for official time only since the transportation allowance and accommodation are shouldered by SEARCA.

12. Recommendation of the DFST Personnel Committee for **Dr. Lorina A. Galvez** to attend and present paper entitled: "**Process and Formulation Optimization of Frozen Meat Loaf with Jackfruit Rags Waste**" in the "4TH UC Faculty Forum" organized by SEARCA and CLSU on December 5-7, 2022 at CLSU, Nueva Ecija. Request further for per diem and transportation allowance.

VSFC-AS Res. No. 2733
Series of 2022

Action: Recommending approval for official time only since the transportation allowance and accommodation are shouldered by SEARCA.

13. Recommendation of the DBM Personnel Committee for **Ms. Hadasha N. Bongat** to attend the "**Southeast Asia Regional Workshop on Integrating Gender in Pest and Disease Management and Climate Change Research Across Agricultural Value-Chains**" organized by CGIAR Plan Health Initiative & ASEAN FAW Action Plan on December 6-8, 2022 at the Hanoi, Vietnam on official time only.

VSFC-AS Res. No. 2734



VISAYAS
STATE UNIVERSITY

**OFFICE OF THE VICE PRESIDENT FOR
ACADEMIC AFFAIRS**

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November 25, 2022

ATTY. RYSAN C. GUINOCOR

Director for Administration and OIC-Head, Legal Office
Visayas State University
Baybay City, Leyte

Dear **Atty. Guinocor**,

This pertains to the attached recommendation of the Department of Biotechnology for Dr. Ea Kristine Clarisse B. Tulin to go on Postdoctoral Leave effective March 2023.

The VSFC-AS, in its meeting yesterday, Nov. 24, 2022, agreed to refer the request to your office for legal opinion on the following issues before the Committee can act on the request:

1. Can Dr. Tulin sign a contract even if she is on leave without pay? If so, what would be the terms of the contract? Is it possible to draft a "Special Contract" requiring her to render return service, even if she is on leave without pay?
2. If she goes on postdoctoral leave and sign another contract, would there be no violation? She has just started her return service for her 2 previous contracts (for her MS and PhD).

Thank you.

Very truly yours,


BEATRIZ S. BELONIAS
Chair, VSFC-AS



Management
System
200-8001-2516
www.vsu.edu.ph
10-2020-01-01

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.

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FM-VSU-03
v0.05-04-2020
No. C2022-19



December 1, 2022

DR. BEATRIZ S. BELONIAS
Chair, VSFC-AS
VP for Academic Affairs
Visayas State University (VSU)
Baybay City, Leyte



LEGAL OPINION/COMMENT


Dear Dr. Belonias,

This office received a letter dated November 25, 2022 from Dr. Beatriz S. Belonias, Chair, VSFC-AS and Vice President for Academic Affairs regarding the recommendation of the Department of Biotechnology for Dr. Ea Kristine Clarisse B. Tulin to go on Postdoctoral Leave effective March 2023.

After a careful review of the said document, this office has the following comment/suggestion:

1. VSU employee per Civil Service Commission (CSC) rule can file a leave of absence without pay only if the following conditions are met:
 - a. He/she must consume first her accrued leave.
 - b. Absence or within the accrued leave credits are fully utilized, that's the time his/her leave without pay will start.
 - c. The CSC only allows leave without pay not to exceed one (1) year.
 - d. The faculty or grant employee that on leave without pay should not work with pay with another agency or company. Having said that it is the opinion of this office that an employee of the university while on leave without pay can enter into a contract with the university. As to the legality of the provisions of the said contract, this office will hold its opinion until the actual draft contract is presented to this office.
2. Based on the query of this office to ODHRM, the university has no Board of Regents (BOR) approved Postdoctoral Leave Policy as of this writing. Thus, it is the opinion of this office that the Committee cannot make a legal action absence of a BOR approved policy. In line with this, it is suggested that Dr. Ea Kristine Clarisse B. Tulin would write directly to the BOR regarding her request because the BOR is the ultimate policy making body of the university.

Thank you very much.


ATTY. RYSAN C. GUINOCOR
OIC-Chief Legal Officer



December 1, 2022



DR. BEATRIZ S. BELONIAS
Chair, VSFC-AS
VP for Academic Affairs
Visayas State University (VSU)
Baybay City, Leyte

LEGAL OPINION/COMMENT

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Thank you very much.

ATTY. RYSAN C. GUINOCOR
OIC-Chief Legal Officer



Republic of the Philippines
CIVIL SERVICE COMMISSION

MC No. 41, s. 1998

MEMORANDUM CIRCULAR

TO : ALL HEADS OF DEPARTMENTS, BUREAUS, AND AGENCIES OF THE NATIONAL GOVERNMENT, LOCAL GOVERNMENT UNITS, INCLUDING GOVERNMENT-OWNED AND CONTROLLED CORPORATIONS WITH ORIGINAL CHARTERS, AND STATE UNIVERSITIES AND COLLEGES, ALL CIVIL SERVICE OFFICIALS AND EMPLOYEES

SUBJECT : Amendments to Rules I and XVI of the Omnibus Rules Implementing Book V of the Administrative Code of 1987 (Executive Order 292)

Pursuant to CSC Resolution No. 98-3142, s. 1998, this Commission adopts the amendments to Rule XVI (LEAVE) and the definitions of leave terms under Rule I of the Omnibus Civil Service Rules Implementing Book V of the Administrative Code of 1987 (Executive Order 292).

In view thereof, all existing Civil Service rules and regulations, Circulars and Memoranda inconsistent with these Rules are hereby repealed or amended accordingly.


CORAZON ALMA G. DE LEON
Chairman

24 December 1998

ASCS-8
Director

When an employee had already exhausted his sick leave credits, he can use his vacation leave credits but not vice versa.

SEC. 57. *Limit of leave without pay.* - Leave without pay not exceeding one year may be granted, in addition to the vacation and/or sick leave earned. Leave without pay in excess of one month shall require the clearance of the proper head of department or agency.

SEC. 58. *When leave without pay is not allowable.* - Leave without pay shall not be granted whenever an employee has leave with pay to his credit except in the case of secondment.

SEC. 59. *Seconded employee on leave without pay from his mother agency.* - The seconded employee shall be on leave without pay from his mother agency for the duration of his secondment, and during such period, he may earn leave credits which is commutable immediately thereafter at and payable by the receiving agency.

SEC. 60. *Effect of vacation leave without pay on the grant of length of service step increment.* - For purposes of computing the length of service for the grant of step increment, approved vacation leave without pay for an aggregate of fifteen (15) days shall not interrupt the continuity of the three-year service requirement for the grant of step increment. However, if the total number of authorized vacation leave without pay included within the three-year period exceeds fifteen (15) days, the grant of one-step increment will only be delayed for the same number of days that an official or employee was absent without pay.

SEC. 61. *Effect of pending administrative case against an official or employee.* - Where officials or employees have pending formal administrative charges against them, no vacation leave with pay shall be granted the respondent during the pendency of the case.

SEC. 62. *Effect of failure to report for duty after expiration of one year leave.* - If an official or an employee who is on leave without pay pursuant to Section 57 hereof, fails to report for work at the expiration of one year from the date of such leave, he shall be considered automatically separated from the service.

SEC. 63. *Effect of absences without approved leave.* - An official or an employee who is continuously absent without approved leave for at least thirty (30) calendar days shall be considered on absence without official leave (AWOL) and shall be separated from the service or dropped from the rolls without prior notice. He shall, however, be informed, at his address appearing on his 201 files of his separation from the service, not later than five (5) days from its effectivity.

If the number of unauthorized absences incurred is less than thirty (30) calendar days, a written Return-to-Work Order shall be served to him at his last known address on record. Failure on his part to report for work within the period stated in the order shall be a valid ground to drop him from the rolls.



21 December 2022

REFERENDUM TO: ALL VSFC-AS Members

<u>#1 Kyt</u>	Dr. Beatriz B. Belonias	-Chairman
<u>#1 Kyt</u>	Dr. Maria Juliet C. Ceniza	-Co-Chairperson
<u>(Abstain)</u>	Dr. Anabella B. Tulin	-Member
<u>#1 Kyt</u>	Ms. Honey Sofia V. Colis	-Member
<u>#1 Kyt</u>	Engr. Florentino F. Morales, Jr.	-Member (Faculty Representative)
<u>#1 Kyt</u>	Dr. Moises Neil V. Serifo	-Member
<u>#1 Kyt</u>	Mr. Nick Freddy R. Bello	-Member

SUBJECT: Endorsement of the Department of Biotechnology on Dr. Ea Kristine Clarisse B. Tulin's request to go on Postdoctoral leave under Postdoctoral Research Fellowship in Immunology and Glycoscience at the Cummings Lab, Harvard Medical School (HMS), Harvard University, USA under leave without pay conditions effective March 2023. (note: The position will last for 3 years and renewable every year).

The following are the legal comment/suggestion of Atty. Rysan C. Guincor namely, to wit:

1. VSU employee per Civil Service Commission (CSC) rule can file a leave of absence without pay only if the following conditions are met:
 - a. He/she must consume first her accrued leave.
 - b. Absence or within the accrued leave credits are fully utilized, that's the time his/her leave without pay will start.
 - c. The CSC only allows leave without pay not to exceed one (1) year.
2. The faculty or grant employee that on leave without pay should not work with pay with another agency or company. Having said that it is the opinion of this office that an employee of the university while on leave without pay can enter into a contract with the university. As to the legality of the provisions of the said contract, this office will hold its opinion until the actual draft contract is presented to this office.
3. Based on the query of this office to ODHRM, the university has no Board of Regents (BOR) approved Postdoctoral Leave Policy as of this writing. Thus, it is the opinion of this office that the Committee cannot make a legal action absence of a BOR approved policy. In line with this, it is suggested that Dr. Ea Kristine Clarisse B. Tulin would write directly to the BOR regarding her request because the BOR is the ultimate policy making body of the university.

Please indicate your action by choosing from among the herein listed alternatives.

- _____ 1. Because of time constraint, let us not meet anymore I am recommending approval of said recommendation, with the following conditions:
- a. Dr. Ea Kristine Clarisse B. Tulin will go on Postdoctoral Leave without pay for one year. After one year, any request for extension will be subject to another recommendation and action thru channel.
 - b. She will sign a return service contract with VSU despite going on leave without pay. Basis of computation in case of breach of contract shall be all the salaries & other standard benefits received by an Instructor I step I which is her current position.
 - c. Her return service to VSU shall be added to her balances or return service for her study leave when she pursued MS & PhD.
- _____ 2. Let us meet to discuss this matter.
- _____ 3. Others. Please Specify) _____
- _____


MA. FE L. GAYANILO
Secretary, VSU Scholarship Committee



**ACADEMIC STAFF
RECOMMENDED FOR TRAVEL ABROAD FOR POSTDOCTORAL LEAVE
Per VSFC-AS Referendum dated December 21, 2022**

DEPT.	NAME	POSITION	REFERENDUM DATED	DATE OF POSTDOCTORAL LEAVE
Dept. of Biotechnology	Ea Kristine Clarisse B. Tulin	Instructor I	December 21, 2022	Mrch 2023 to February 29, 2024

Submitted by:

BEATRIZ S. BELONIAS
Vice Pres. for Academic Affairs

Recommending approval:

abstain
EDGARDO E. TULIN
President

for BOR action



NOTE:

The VSFC-AS thru its referendum dated December 21, 2022 recommending approval to the endorsement of the Department of Biotechnology Personnel Committee on **Dr. Ea Kristine Clarisse B. Tulin's** request to go on Postdoctoral Leave under Postdoctoral Research Fellowship in Immunology and Glycoscience at the Cummings Lab, Harvard Medical School (HMS), Harvard University, USA (for 3-year duration but renewable every year) under leave without pay conditions effective March 2023, with the following conditions:

- Dr. Ea Kristine Clarisse B. Tulin will go on Postdoctoral Leave without pay for one year. After one year, any request for extension will be subject to another recommendation and action thru channel.
- She will sign a return service contract with VSU despite going on leave without pay. Basis of computation in case of breach of contract shall be all the salaries & other standard benefits received by an Instructor I step I which is her current position.
- Her return service to VSU shall be added to her balances or return service for her study leave when she pursued MS & PhD.
- Subject to BOR Approval.



VISAYAS
STATE UNIVERSITY

11511
OFFICE OF THE BOARD SECRETARY

Visayas State University
Visca Baybay, Samar, 6800
Phone: (053) 421-1000
Fax: (053) 421-1001
Web: www.vsu.edu.ph

Republic of the Philippines
VISAYAS STATE UNIVERSITY
Visca Baybay, Leyte

BOR RESOLUTION NO. 141, s. 2022

**A RESOLUTION APPROVING THE REQUEST OF DR. EA KRISTINE CLARISSE B. TULIN
TO GO ON POSTDOCTORAL LEAVE WITHOUT PAY EFFECTIVE MARCH 2023**

WHEREAS, the Leyte State University was created by virtue of Republic Act 9158 which converted the then Visayas State College of Agriculture (VISCAL) into a state university last 11 August 2001 which was later renamed Visayas State University (VSU) by virtue of R.A. 9434;

WHEREAS, Section 7 of R.A. 9158 specifically empowers the Board of Regents of the University to *exercise all the powers granted to the Directors of a corporation under Section 36 of Batas Pambansa Bil. 68 otherwise known as the Corporation Code of the Philippines*;

WHEREAS, Paragraph (b) Section 7 of R.A. 9158 provides *To receive and appropriate all sums as may be provided for the support of the University in the annual budget appropriation, at its discretion to carry out the purposes and functions of the University*;

WHEREAS, VSU is a (CHE) Center for Excellence (COE) in Agriculture and a National University in Region VIII, it is mandated to provide leadership in developing highly competitive human resource, relevant scientific knowledge, and innovative technologies to support the sustainable development of the Visayas Region in particular and the whole of the Philippines in general;

WHEREAS, Dr. Ea Kristine Clarisse B. Tulin is offered a Postdoctoral Research Fellowship in Immunology and Glycoscience at the Cummings Lab, Harvard Medical School (HMS), Harvard University, USA;

WHEREAS, Dr. Ea Kristine Clarisse B. Tulin requests for a study leave without pay effective March 2023 for a duration of three years but renewable every year;

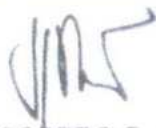
WHEREAS, Dr. Ea Kristine Clarisse B. Tulin has also requested to defer her retireservic obligations for her Masters and Doctoral studies until such time that she will finish her postdoctoral studies;

WHEREAS, the proposal was presented, discussed, and endorsed by the VSU PCH Administrative and Academic Committee to the Full Board for approval during its 2nd January 2022 VSU BOR Finance Committee Meeting via zoom;

Resolved as it is thereby resolved to **APPROVE** the request of Dr. Ea Kristine Clarisse B. Tulin to go on Postdoctoral Leave without Pay Effective March 2023

IN WITNESS of our approval thereof, we hereby affix our signatures this 2nd January 2022

VSU BOARD OF REGENTS



HON. J. PROSPERO E. DE VERA III
*CHED Chairperson and Chairperson
VSU Board of Regents*



HON. EDGARDO E. TULIN
Vice Chairperson and President VSU

HON. FRANCIS JOSEPH G. ESCUDERO
*Chair, Committee on Higher Tech. & Voc. Educ.
Senate of the Philippines*

HON. MARK O. GO
*Chair, Committee on Higher & Tech. Educ.
House of Representatives*

Represented by



HON. MARK MICHAEL O. UNLU-CAY
Ex-Officio Member, SF, City of Baybay



HON. MEYLENE C. ROSALES
*Regional Director
National Economic & Dev. Authority-RO8
Government Center, Palo Leyte*



HON. ANGEL C. ENRIQUEZ
*Regional Executive Director
Department of Agriculture-RO8
Taduban City*



HON. FLORENTINO F. MORALES, JR.
*Faculty Regent - VSU System Faculty Union
3041 Vinal, City of Baybay, Leyte*



HON. DEOGRACIAS E. PERNITEZ
*President, VSU Federated Alumni Association
VSU, Vinal, City of Baybay, Leyte*



HON. PRINCESS REY ANN LENE E. ROMO
*Student Regent - VSU Student Council Federation
Vinal, Vinal, City of Baybay, Leyte*



POST DOCTORAL FELLOWSHIP 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. EDGARDO E. TULIN** hereinafter referred to as the **GRANTOR**;

-and-

DR. EA KRISTINE CLARISSE B. TULIN of legal age, single, Filipino, with residence and postal address in 103 Cogon heights, Ormoc City hereinafter referred to as the **GRANTEE**;

WITNESSETH

WHEREAS, VSU is a CHED Center of Excellence (COE) in Agriculture and a National University in Region VIII, it is mandated to provide leadership in developing highly competitive human resource, relevant scientific knowledge, and innovative technologies to support the sustainable development of the Visayas Region in particular and the whole of the Philippines in general.

That pursuant to the BOR Resolution No. 141, s. of 2022 approving the request for Post-Doctoral Leave without pay effective February 1, 2022 for the duration of three years but renewable every year the **GRANTEE** hereby agrees to the following terms and conditions:

1. That the **Grantee** is offered a **Post-Doctoral Research Fellowship in Immunology and Glycoscience at the Cumming Lab, Harvard Medical School (HMS), Harvard University, USA**;
2. That the **Grantee** shall keep up the standards of a **Post-Doctoral Fellowship or award**;
3. That the **Grantee** shall conduct herself in a manner as not to bring disgrace or dishonor to herself and/or her country;
4. That the **grantee** requested to defer her return service obligations for her Master and Doctorate studies until such time that she will finish her postdoctoral studies;
5. That the **Grantee** shall submit to the head of her agency and to the other concerned offices a completion report of her **Post-Doctoral Research Fellowship Grant** within sixty (60) days after her return;
6. That, if there is sufficient reason for the extension of the **Grantee's** original Post-Doctoral Fellowship Grant, she shall submit a formal request to her agency with the justification from her Program Adviser, one month prior to the expiration of her grant. It is understood that approval of the extension shall be made only upon the recommendation of the Head of the Department of Biotechnology;

7. That the **Grantee** shall return to the Visayas State University upon completion of her research and to continue her return service obligation for her Master and Doctorate studies;
8. That should the **Grantee** fails to comply with the foregoing conditions through her fault or willful neglect, resignation, voluntary retirement or other causes within her control, she shall refund to her office the amount defrayed by the Philippine government and the sponsor as enumerated in Section 7.

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

VISAYAS STATE UNIVERSITY
Visca, Baybay City, Leyte

By:

EDGARDO E. TULIN
Grantor

EA KRISTINE CLARISSE B. TULIN
Grantee

Signed in the presence of:

BEATRIZ S. BELONIAS
Witness

HONEY SOFIA V. COLIS
Witness

ACKNOWLEDGMENT

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

BEFORE ME, this _____ day of _____, 2023, in the Municipality of Baybay, Province of Leyte, Philippines, personally appeared **Dr. EDGARDO E. TULIN and DR. EA KRISTINE CLARISSE B. TULIN** exhibiting to me their VSU ID No. V000522 and VSU ID V00931, 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 Post-Doctoral Contract consists of three (3) 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. _____;



Ma. Fe Gayanilo <ma.fe.gayanilo@vsu.edu.ph>

Draft Post Doctoral contract of Dr. Tulin

2 messages

Ma. Fe Gayanilo <ma.fe.gayanilo@vsu.edu.ph>
To: Rysan Guinocor <rysanguinocor@vsu.edu.ph>

Fri, Jun 2, 2023 at 4:39 PM

Atty,

Please see the attached Post Doctorate contract of Dr. **EA KRISTINE CLARISSE B. TULIN** for your review and corrections, if any.

tULIN. eA.doc
579K

Rysan Guinocor <rysanguinocor@vsu.edu.ph>
To: "Ma. Fe Gayanilo" <ma.fe.gayanilo@vsu.edu.ph>

Mon, Jun 5, 2023 at 7:49 AM

Thank you!
comments

1. On number 7, wala na apil lagi ang post doctorate? walay return service and post doctorate?
2. in case dli makabalik walay bayranan sad for the postdoctorate na time nga 3 yrs? meaning what is the penalty in case she will not return after her post doctorate degree?

On Fri, Jun 2, 2023 at 4:45 PM Ma. Fe Gayanilo <ma.fe.gayanilo@vsu.edu.ph> wrote:
Atty,

Please see the attached Post Doctorate contract of Dr. **EA KRISTINE CLARISSE B. TULIN** for your review and corrections, if any.



VISAYAS
STATE UNIVERSITY



**A CENTURY
OF EXCELLENCE**
1924 - 2024

Visca, Baybay City, Leyte, Philippines 6521-A

Website: vsu.edu.ph | Phone: +63 53 565 0600 • VOIP DirectoryEmails: op@vsu.edu.ph (Office of the President) | registrar@vsu.edu.ph (Office of the Registrar)

Got comments, complaints, or suggestions? You can send them anonymously through this [form](#) or email customerfeedback@vsu.edu.ph

VSU's Vision: A globally competitive university for science, technology, and environmental conservation

VSU's Mission: Development of a highly competitive human resource, cutting-edge scientific knowledge and innovative technologies for sustainable communities and environment.

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--
ATTY. RYSAN C. GUINOCOR

Chief Administrative Officer

Office of the Director for Administrative Services

Telefax: +63 53 5637643



VISAYAS
STATE UNIVERSITY



DEPARTMENT OF
BIOTECHNOLOGY

January 30, 2024

Mr. Lourd Franz M. Gabunada
Head, Dept. of Biotechnology
Visayas State University
Visca, Baybay City, Leyte

Dear Sir:

I would like to request to renew my leave without pay this 2024 as I continue my postdoctoral research fellowship at Beth Israel Deaconess Medical Center, Harvard Medical School (HMS), Boston, Massachusetts, USA.

For my research progress, I am happy to report that I've been producing novel monoclonal antibodies and characterizing their specificity and application towards studying the brain, cancer, and human health. I am working on the draft of my first publication as part of the HMS system and applying for conferences this year.

I want to express my utmost gratitude to VSU for its continuous support and for allowing me to grow as a scientist and academic through this fellowship.

Respectfully yours,


EA KRISTINE CLARISSE B. TULIN
Assistant Professor IV, Dept. of Biotechnology

Approved:


LOURD FRANZ M. GABUNADA
Head, Dept. of Biotechnology



VISAYAS
STATE UNIVERSITY



DEPARTMENT OF
BIOTECHNOLOGY

February 12, 2024

Dr. Daniel Leslie S. Tan
OIC President
Visayas State University
Visca, Baybay City, Leyte

Thru: **Dr. Beatriz S. Belonias**
Vice President for Academic Affairs and
Chairman, VSFC-AS

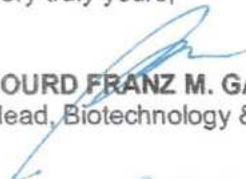
Dear Sir:

The Personnel Committee of the Department of Biotechnology would like to endorse the request of **Ms. Ea Kristine Clarisse B. Tulin**, to renew her leave without pay to continue her postdoctoral research fellowship at Beth Israel Deaconess Medical Center, Harvard Medical School (HMS), Boston Massachusetts, USA.

Please see attached letter request of Ms. Tulin.

We hope for your favorable action on this request. Thank you.

Very truly yours,


LOURD FRANZ M. GABUNADA
Head, Biotechnology & Chairman, DPC


MARCIANA B. GALAMBAO
Member, DPC


DONNA CHRISTENE Q. RAMOS
Member, DPC


SARAH JEAN C. SUGANO
Member, DPC

Noted:


MA. THERESA P. LORETO
Dean, College of Arts and Sciences

Recommending Approval:


BEATRIZ S. BELONIAS
VP for Academic Affairs

Approved:


DANIEL LESLIE S. TAN
OIC, President

Department of Biotechnology
Visayas State University, Baybay City, Leyte
Email: biotech@vsu.edu.ph
Website: www.vsu.edu.ph
Phone: +63 53 565 0600 Local 1099



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V2 05-09-2023

No. 111-243 22



VISAYAS
STATE UNIVERSITY



**HUMAN RESOURCE MANAGEMENT
OFFICE**

"9"

26 February 2024

Prof. Lourd Franz M. Gabunada

Head, Dept. of Biotech

Visca, Baybay City, Leyte

Dear **Prof Gabunada**:

This is in connection with the Endorsement of the DBS Personnel Committee on **Dr. Ea Kristine Clarisse B. Tulin**, to renew her leave without pay to continue her postdoctoral research fellowship at Beth Israel Deaconess Medical Center, Harvard Medical School (HMS), Boston Massachusetts, USA for one year. She has been producing novel monoclonal antibodies and characterizing their specificity and application towards studying the brain, cancer, and human health. She is also working on the draft of her 1st publication as part of the HMS system and applying for references this year.

Quoted hereunder is the action of the VSU Scholarship/Fellowship Committee for Academic Staff thru its meeting dated February 14, 2024 which was approved by the University OIC-President.

VSFC-AS Res. No. 130
Series of 2024

Action: Recommending approval.

Certified True and Correct:


MA. FEL. GAYANILO

VSFC-AS, Secretary

cc. **Dr. Ea Kristine Clarisse B. Tulin**
LDHRAO Files



VISAYAS
STATE UNIVERSITY



DEPARTMENT OF
BIOTECHNOLOGY

"10"

February 04, 2025

Ms. Donna Christene Q. Ramos

Head, Dept. of Biotechnology
Visayas State University
Visca, Baybay City, Leyte

Dear Ma'am:

I would like to request to renew my leave without pay to continue my postdoctoral research fellowship at Beth Israel Deaconess Medical Center, Harvard Medical School (HMS), Boston Massachusetts, USA for one year. For my accomplishments, I have been producing novel monoclonal antibodies and characterizing their specificity towards the brain, cancer, and other human tissues. I submitted one paper which is currently being reviewed, writing several other manuscripts as a co-author, and preparing two more publications to wrap up my postdoctoral research fellowship. I would like to spend the remainder of my stay here at Harvard in making sure the antibodies are functional and useful in basic and clinical research. This is an exciting advancement to the field, and one that I am very excited to share with the VSU community.

I am hoping for your positive consideration to this request.

Very respectfully yours,

EA KRISTINE CLARISSE B. TULIN
Assistant Professor IV, DBt

Approved:

DONNA CHRISTENE Q. RAMOS
Head, DBt





VISAYAS
STATE UNIVERSITY



DEPARTMENT OF
BIOTECHNOLOGY



February 05, 2025

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

Thru: **Dr. Rotacio S. Gravoso**
Vice President for Academic Affairs and
Chairman, VSFC-AS

Dear Dr. Yepes:

The Personnel Committee of the Department of Biotechnology would like to endorse the request of **Dr. Ea Kristine Clarisse B. Tulin**, to renew for one year her leave without pay to continue her postdoctoral research fellowship at Beth Israel Deaconess Medical Center, Harvard Medical School (HMS), Boston Massachusetts, USA.

Please see attached letter request of Dr. Tulin.

We hope for your favorable action on this request. Thank you.

Very truly yours,


DONNA CHRISTENE Q. RAMOS
Head, Biotechnology & Chairman, DPC


MARCIANA B. GALAMBAO
Member, DPC


LOURD FRANZ M. GABUNADA
Member, DPC


MA. THERESA P. LORETO
Member, DPC

Noted:


REV RHIZZA L. AURE
Dean, Faculty of Natural and Mathematical Sciences

Recommending Approval:

ROTACIO S. GRAVOSO
VP for Academic Affairs & Chairman, VSFC-AS

Approved:

PROSE IVY G. YEPES
President

DEPARTMENT OF BIOTECHNOLOGY
Visayas State University, Baybay City, Leyte
Email: biotech@vsu.edu.ph
Website: www.vsu.edu.ph
Phone: +63 53 565 0600 Local 1099



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BY TUV RHEINLAND



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V4 01-23-2025
No. 25-48



VISAYAS
STATE UNIVERSITY



**HUMAN RESOURCE
MANAGEMENT AND
DEVELOPMENT**

11

**EXCERPT FROM THE APPROVED MINUTES OF THE
3RD VSFC-AS COMMITTEE MEETING**

OVPAA Conference Room

February 18, 2025

25 February 2025

Ms. Donna Christene Q. Ramos

Head, Department of Biotechnology

Visca, Baybay City, Leyte

Dear **Ms. Ramos**,

This is in connection with endorsement of the Department of Biotechnology Personnel Committee on **Dr. Ea Kristine Clarisse B. Tulin's** request for one-year renewal of her postdoctoral research fellowship leave without pay at Beth Israel Deaconess Medical Center, Harvard Medical School (HMS), Boston Massachusetts, USA. For her accomplishment, she has been producing novel monoclonal antibodies and characterizing their specificity towards the brain, cancer, and other human tissues. She submitted one paper which is currently being reviewed, writing several other manuscripts as a co-author, and preparing two more publications to wrap up her postdoctoral research fellowship. She would like to spend the remaining of her stay in Harvard making sure the antibodies are functional and useful in basic and clinical research. This is an exciting advancement to the field, and one that she is very excited to share with the VSU Community.

Quoted hereunder is the action of the VSU Scholarship/Fellowship Committee for Academic Staff thru its meeting dated February 18, 2025 which was approved by the University President.

VSFC-AS Res. No. 60
Series of 2025

Action: Recommending approval for the renewal of her Post doctorate from March 1, 2025 until February 29, 2026 pursuant to her approved BOR request.

Certified True and Correct:


MA. FE L. GAYANILLO
VSFC-AS, Secretary

Cc: **Dr. Ea Kristine Clarisse B. Tulin**
LDHRAO Files



VISAYAS
STATE UNIVERSITY

**OFFICE OF THE
PRESIDENT**




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MEMORANDUM NO. 50
Series of 2025

TO: **Ms. Honey Sofia V. Colis, UHRMDO Director**
Atty. Rysan C. Guinocor, Former Legal Officer

RE: **Clarification and Explanation on the Absence of Contract for Dr. Ea Kristine Clarisse B. Tulin's Postdoctoral Leave**

FROM: 
PROSE IVY. G YEPES, EdD
University President

DATE: **April 8, 2025**

This is in connection with the request for the renewal of postdoctoral leave without pay by **Dr. Ea Kristine Clarisse B. Tulin**, as endorsed by **Ms. Donna Christene Q. Ramos**, Head of the Department of Biotechnology, in her letter dated **February 5, 2025**.

In the course of evaluating the current request, it has come to our attention that there is no existing or duly executed **return service contract** on file, following the **Board of Regents (BOR) Resolution** passed on **January 25, 2023**, which approved her leave without pay effective **March 2023**.

Anent this, the office cannot act on the request accordingly due to the absence of the said contract. Thus, to facilitate proper documentation and ensure compliance with BOR directives, you are hereby requested to submit the following:

1. A **chronological account** of actions and decisions taken relative to Dr. Tulin's leave application and the intended execution of the contract, from the time of endorsement up to the present;
2. A **formal explanation and justification** as to why the contract was not finalized or formalized.

Your prompt and thorough response will aid this office in determining the appropriate next steps to address this compliance gap.

Kindly submit your respective written responses to the **Office of the President** on or before **April 11, 2025**.

For your cooperation and compliance.

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



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FM-OOP-01
V06.01-23-2025
No. 25-56

10 April 2025

DR. PROSE IVY G. YEPES
University President
Visayas State University
Visca, Baybay City, Leyte

Dear *Dr. Yepes*:

Greetings!

This pertains to your Memo. No. 560 s. of 2025 dated 8 April 2025, re: Clarification and Explanation on the Absence of Contract for Dr. Ea Kristine Clarisse B. Tulin's Postdoctoral Leave.

I would like to inform your good office of the actions and decisions taken relative to Dr. Tulin's leave application to wit:

DATE	PARTICULAR	REMARKS
November 15, 2022	Dr. E. K. C. Tulin wrote a letter informing duly endorsed by the Department of Biotechnology that she was accepted for a Postdoctoral Research Fellowship at Harvard University, USA. Requesting to start March 2023 and defer the continuation of her return service requirement until after her fellowship. She will undergo the postdoctoral fellowship under leave without pay. (Attachment 1)	For VSU Scholarship & Fellowship Committee (VSFC-AS) meeting
November 24, 2022 (2:00 pm)	During VSFC-AS meeting, the request of Dr. E. K. C. Tulin was discussed and deliberated.	Approved VSFC-AS minutes: VSFC-AS Res. No. 2730 Series of 2022 Action: For further discussion. The request will be referred to Atty. Rysan C. Guinocor, Legal Officer, for legal opinion on the following issues before the Committee can act on the request: 1. Can Dr. E.K.C. Tulin sign a contract even if she is on leave

		<p>without pay? If so, what would be the terms of the contract? Is it possible to draft a "Special Contract" requiring her to render return service, even if she is on leave without pay?</p> <p>2. Would there be no legal impediment if she signs a third contract, considering that she has just started her return service for her 2 previous contracts for her MS and PhD?</p> <p>(Attachment 2)</p>
December 1, 2022	Legal Opinion of Atty. Rysan C. Guinocor on the request of Dr. E. K. C. Tulin (Attachment 3)	<p>Comments/Suggestion of Atty. Rysan C. Guinocor, Legal Counsel of VSU:</p> <p>1. VSU employee per Civil Service Commission (CSC) rule can file a leave of absence without pay only if the following conditions are met:</p> <ol style="list-style-type: none"> He/she must consume first her accrued leave Absence or within the accrued leave credits are fully utilized, that the time his/her leave without pay will start The CSC allows leave without pay not to exceed one (1) year The faculty or grant employee that on leave without pay should not work with pay with another agency or company. Having said that it is the opinion of this office that an employee of the university while on leave without pay can enter into a contract with the university. As to the legality of the provisions of the said contract, this office will hold its opinion until the actual draft contract is presented to this office. <p>2. Based on the query of this office to ODHRM, the university has no Board of Regents (BOR) approved Postdoctoral Leave Policy as of this</p>

		<p>writing. Thus, it is the opinion of this office that the Committee cannot make a legal action absence of a BOR approved policy. In line with this, it is suggested that Dr. Ea Kristine Clarisse B. Tulin would write directly to the BOR regarding her request because the BOR is the ultimate policy making body of the university.</p>
December 21, 2022	<p>Approved Referendum and Recommendation on the request of Dr. Dr. E. K. C. Tulin (Attachment 4)</p>	<p>Approved VSFC-AS referendum dated December 21, 2022:</p> <p>Recommending approval to the request of Dr. Tulin (for a 3-year duration but renewable every year) under leave without pay conditions effective March 2023 with the following conditions:</p> <p>a. Dr. Ea Kristine Clarisse B. Tulin will go on Postdoctoral Leave without pay for one year. After one year, any request for extension will be subject to another recommendation and action thru channel.</p> <p>b. She will sign a return service contract with VSU despite going on leave without pay. Basis computation in case of breach of contract shall be all the salaries & other standard benefits received by an Instructor I step I which is her current position.</p> <p>c. Her return service to VSU shall be added to her balances or return service for her study leave when pursued MS & PhD.</p> <p>d. Subject to BOR approval.</p>
January 25, 2023	<p>BOR Resolution No. 141 s. 2022 "A Resolution Approving The Request of Dr. Ea Kristine Clarisse B. Tulin To Go On Postdoctoral Leave Without Pay Effective March 2023 (Attachment 5)</p>	<p>Salient features of the BOR Res. No. 141 s. 2022:</p> <p>Whereas, Dr. Ea Kristine Clarisse B. Tulin is offered a Postdoctoral Research Fellowship in Immunology and Glycoscience at the Cummings lab. Harvard Medical School (HMS), Harvard University, USA.</p> <p>Whereas, Dr. Ea Kristine Clarisse B. Tulin request for study leave</p>

		<p>without pay effective march 2023 for a duration of three years but renewable every year.</p> <p>Whereas, Dr. Ea Kristine Clarisse B. Tulin has also requested to defer her return service obligations for her Master and Doctoral studies, until such time that she will finish her post-doctoral studies.</p> <p>Xxxx</p> <p>Resolve as it is thereby resolved to APPROVE the request of Dr. Ea Kristine Clarisse B. Tulin to go on Postdoctoral Leave without Pay Effective March 2023.</p>
June 2, 2023	Contract of Dr. E. K. C. Tulin sent through email by Ms. Gayanillo to Atty Guinocor for review and comments. (Attachment 6)	
June 5, 2023	Atty. Guinocor made comments via email on the contract drafted (Attachment 7)	<p><i>a. On number 7, wala na apil ang post doctorate? Walay return service and post doctorate?</i></p> <p><i>b. In case dli makabalik walay bayranan sad for the postdoctorate na time nga 3 yrs? Meaning what is the penalty in case she will not return after her post doctorate degree?</i></p>
January 30, 2024	Letter request of Dr. E. K. C. Tulin to renew her leave without pay to continue her postdoctoral research fellowship duly endorsed by Dept.of Biotech Personnel Committee (Attachment 8)	For VSFC-AS Meeting
February 14, 2024	During VSFC-AS meeting, the request to renew Dr. E. K. C. Tulin leave without pay to continue her postdoctoral research fellowship was discussed and deliberated. (Attachment 9)	<p>Approved VSFC-AS minutes:</p> <p>VSFC-AS Res. No. 130 s. of 2024:</p> <p>Action: Recommending approval</p>
February 04, 2025	Letter request of Dr. E. K. C. Tulin to continue her leave without pay to continue her postdoctoral research fellowship duly endorsed by Dept. of Biotech Personnel Committee (Attachment 10)	For VSFC-AS Meeting:

February 18, 2025	During VSFC-AS Meeting, the request to renew Dr. E. K. C. Tulin leave without pay to continue her postdoctoral research fellowship was discussed and deliberated. (Attachment 11)	<p>Approved VSFC-AS minutes:</p> <p>VSFC-AS Res. No. 60 s. of 2025</p> <p>Action: Recommending approval for the renewal of her Post-Doctorate from March 1, 2025 until February 29, 2026 pursuant to her approved BOR request.</p>
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In June 2023, the contract document commented by Atty. Guinocor was sent to Dr. EKC B. Tulin via her mother, Dr. Anabella B. Tulin, by Ms. Ma. Fe L. Gayanillo, Secretary of the VSFC-AS. To date, Ms. Gayanillo has made several follow-up calls and direct communications through messenger and email to Dr. ECK B. Tulin, Dr. A. B. Tulin, and Dept. of Biotechnology to stress the importance of finalizing and returning the notarized contract to HRMD Office. The concerned persons made promises to give HRMD a copy of the notarized contract. Despite these efforts, the notarized contract has not yet been received by HRMD.

Notably, Dr. EKC B. Tulin did not failed to request to continue her postdoctoral leave and submitted progress report every year (CY 2024 and CY 2025). Her requests were duly endorsed by the DPC and VSFC-AS and approved by the University President.

We fully acknowledge the significance of this contract, which reflects Dr. Tulin's commitment to her return service following her Master's and PhD programs. Dr. Tulin has made substantial contributions to her field, working on the development of novel monoclonal antibodies and characterizing their specificity and applications in studying the brain, cancer, and human health. Additionally, she has submitted one paper, co-authored several manuscripts, and is preparing two more publications to conclude her postdoctoral research fellowship. These achievements not only underscore the high quality of her work but also bring considerable prestige to our university.

We are actively addressing this situation and are committed to resolving these matters efficiently. VSFS-AS will recommend Dr. EKC B. Tulin's request to continue her Post-Doctoral leave for UAdCo's endorsement together with the contract.

Thank you for your kind understanding and support as we work towards completing the necessary steps regarding Dr. Tulin's Post-Doctoral leave contract.

Respectfully yours,


HONEY SOFIA V. COLIS
 Director, HRMD


RYSAN C. GUINOCOR
 Director, Administrative Services