



Leyte State University
Visca, Baybay, Leyte 6521 A
Philippines

Office of the Board Secretary

EXCERPTS OF APPROVED MINUTES OF THE
9th LSU Board of Regents Meeting
21 February 2003 * LNU, Tacloban City

**Proposal of Revision of Guidelines for
LSU Fellowship/Scholarship**

Board Resolution No. 15, s. 2003

**Approving the Proposed Guidelines for LSU
Fellowship/Scholarship Program, as corrected.**

Corrections:

Page 1.

- I. A. 3. Thesis/dissertation support only. This is availed by faculty who pursue graduate study on their own with previously approved program of study.

Page 3

- Number 7. *(For improvement. Qualify if local or foreign scholarship. Follow NEDA guidelines).*

Page 4

- D.I.1f. **One round trip economy transportation, from LSU to the place of study (within Philippines) if not provided by Donor.**

Page 5

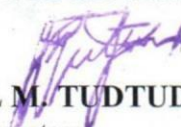
- II. 1 With LSU support

- 1b. **One round-trip economy transportation from LSU to the place of study (within the Philippines) if not provided by Donor.**

- E. Responsibilities of the Grantees:

7. Must submit **4 hard copies** of approved dissertation distributed to: (a) **One (1) copy** to the LSU Library and **one copy in CD format**, (b) one (1) copy to the College Library, (c) one (1) copy to the Secretary of the College, and (d) one (1) copy to the AACCUP Center, upon return from study leave.

Certified True and Correct


DANIEL M. TUDTUD JR.
Board Secretary

Board Action: **APPROVED**
Date: 21 February
Attachment: Q

cc: OVPAA
OVPAF
HRMO
CIMDO
ODEA



LEYTE STATE UNIVERSITY

Visca, Baybay, Leyte 6521
Philippines

Office of the President

21 February 2003

**The Honorable Chairman and
Members of the LSU Board of Regents**

Ladies/Gentlemen:

I am hereby endorsing the "Proposed Guidelines for LSU Fellowship/Scholarship Program" which has been deliberated and approved by the University Administrative Council during one of its meetings.

I am, therefore, recommending the same **FOR APPROVAL** by the Board of Regents.

Very truly yours,

PACIENCIA P. MILAN
President

BOARD ACTION : _____
DATE : 21 February 2003

Guidelines For LSU Fellowship/Scholarship Program
(EXISTING)

A. Introduction – None

Guidelines For LSU Fellowship/Scholarship Program¹
(Proposed)

A. Introduction:

A dynamically vibrant faculty is invariably vital for the existence of an academe like the Leyte State University (LSU) who envisages excellence and top leadership in instruction, research, and extension and production in agriculture and allied fields not only in the region but in the entire country. Such dynamism can be achieved only through an equally dynamic scholarship program.

In the light of LSU's transformation into a University, concomitant changes in its scholarship guidelines have to be made to become more relevant and responsive to the needs of the time. Such changes will also allow LSU to optimize its resources.

In view thereof, existing scholarship/fellowship programs are hereby harmonized to include the following categories:

I. Degree Training (M.Sc. and Ph.D.):

A. Internally-funded (LSU)

1. **With full support** - This is granted to regular and with plantilla item faculty in both main (Ph.D. program only) and external campuses (M.S. and Ph.D program).
2. **With partial support** – bestowed to regular faculty but without plantilla item.
3. **Thesis/dissertation support only.** This is availed by faculty who pursue graduate study on their own with previously approved program of study area of specialization by his/her department/college and UAPB.

¹*These guidelines govern faculty of the Leyte State University who will pursue studies for doctoral degree and masteral degree; however, masteral privileges is for external campuses only.*

B. Time Limit 1. A yearly scholarship for a maximum of 2 and 3 years for MS and Ph.D degree, respectively. 2. One semester extension of study leave with full benefits, provided that the extension is recommended by the Adviser, Department Head and ViSCA Scholarship/Fellowship Committee.	B. Externally-funded 1. With LSU support - availed by a regular faculty with plantilla item as with funding from outside sources. 2. Without LSU support - availed by a regular faculty without plantilla item; endorsement is granted if requested by the recipient-faculty. II. Non-Degree Trainings B. Time Limit 1. A yearly scholarship for a maximum of 2 and 3 years for MS and Ph.D degree, respectively, <u>one (1) year for fellowship and six-month period of financial assistance.</u> 2. One semester extension of study leave with full benefits, provided that the extension is recommended by the Adviser/Chairperson of the Graduate Advisory Committee and Department Personnel Committee through the <u>College Personnel Committee</u> and University Scholarship/Fellowship Committee for Academic Staff.
C. Criteria for Selection: 1. A staff member may be granted a ViSCA fellowship award upon meeting all the following conditions: a. Based on the current and/or projected academic programs of the College, there is a need to develop the staff member because his/her present level of training is inadequate to effectively take care of the work he/she is expected to perform or for which he was hired. The need shall be determined by the department concerned and approved by the appropriate directors. b. The staff member occupies a regular item in the plantilla (not a substitute staff)	C. Criteria for Selection: 1. A staff member may be granted LSU Scholarship/Fellowship/Financial Assistance award upon meeting all the following conditions: a. Based on the current and/or projected academic programs of the College, there is a need to develop the staff member because his/her present level of training is inadequate to effectively take care of the work he/she is expected to perform or for which he/she was hired. The need shall be determined by the department concerned and approved by the appropriate <u>College Deans.</u> b. The staff member occupies a regular item in the plantilla (not a substitute staff <u>except for staff seeking endorsement</u> as

c Granting him a fellowship award will not necessitate hiring of a substitute	<u>requirement of the study/grant fellowship.</u>						
2. Age: Not older than 35 (MS) and 40 (Ph.D.) years old. A candidate beyond 35 and 40 years old but not older than 40 to 45 may be considered for a fellowship if he has earned at least 50% of the academic course requirement in a program of study approved by the department in accordance with the staffing pattern. 3. Scholastic records: The applicant must be a holder of a Bachelor's degree and master's degree and must show proof of admission to an approved institution which is strong in the particular field of specialization for an MS and PhD program, respectively. 4. Length of time for completion: If there are two or more candidates for the same area of specialization meeting the above criteria, priority will be given to the one who has already earned more graduate units as shown in his approved program of study.	2. Not older than 35 (MS) and 40 (Ph.D.) years old. A candidate beyond 35 and 40 years old but not older than 40 to 45 years old may be considered for fellowship if he has earned at least 50% of the academic course requirement in a program of study approved by the department in accordance with the staffing pattern. <u>Justification shall be submitted for an applicant who is more than 35 years old.</u> 3. The applicant for M.S. and Ph.D. must be a holder of a Bachelor's degree and Master's degree, respectively and must show proof of admission to a duly recognized institution which is strong in the particular field of specialization. 4. If there are two or more candidates for the same area of specialization meeting the above criteria, priority will be given to the one who belongs to a department which urgently needs to strengthen/reinforce its manpower capability.						
	5. Must have no pending administrative and criminal charges. 6. Must not have any current foreign or local scholarship grant. 7. Must have fulfilled the service obligation or any previous scholarship and training contract. The service obligation must be on the basis of the following formula: <table data-bbox="1218 249 1429 996"> <thead> <tr> <th>Period</th><th>Service Obligation</th></tr> </thead> <tbody> <tr> <td>One (1) month to three (3) months</td><td>Two (2) years</td></tr> <tr> <td>More than three (3) months to Six (6) months</td><td>Three (3) years</td></tr> </tbody> </table>	Period	Service Obligation	One (1) month to three (3) months	Two (2) years	More than three (3) months to Six (6) months	Three (3) years
Period	Service Obligation						
One (1) month to three (3) months	Two (2) years						
More than three (3) months to Six (6) months	Three (3) years						

D. Stipend and other privileges: 1. Fellowship Awards 1a. Full salary and other privileges such as COLA, bonus and other fringe benefits. 1b. Stipend of P1,500.00/mo. 1c. School fees 1d. Book allowance of P1000.00 per semester for a maximum of 4 semesters for MS and 6 semesters for Ph.D. 1e. Thesis support of P10,000.00 for MS and P15,000.00 for Ph.D. 1f. One round-trip economy transportation by plane from ViSCA to the place of study (within Phil.) 2. Scholarship Awards 2a. Monthly stipend of P3,5000.00, for scholars studying outside of LSU. 2b.. School fees. 2c Book allowance of P1,000.00 per semester (on reimbursement basis) for a maximum of 4 semesters for MS and 6 semesters for Ph.D. 2d. Thesis support of P10,000.00 for MS and P15,000.00 for Ph.D. 2e. One round-trip economy transportation by plane from LSU to the place of study (within Phil.)	D. Privileges: I. Internally-Funded (LSU) 1. With Full Support 1a. Full salary and other privileges such as ACA/PERA, bonus and other fringe benefits. 1b. Monthly Stipend of P3,000.00 for scholars studying outside of LSU and P2,000.00 for scholars studying at LSU for M.S. (External Campus only) and Ph.D. 1c. School fees - Variable (Based on units and level) 1d. Book Allowance - P5,000/semester but not to exceed 4 semesters for MS and 6 semesters for Ph.D. 1e. Thesis support - P15,000 for MS and P30,000 for Ph.D. 1f. One round-trip economy transportation by plane from LSU to the place of study (within Philippines) 2. With Partial Support 2a. Monthly Stipend of P3,000.00 for scholars studying outside of LSU and P2,000.00 for scholars studying at LSU for M.S. (External Campus only) and Ph.D. 2b. School fees - Variable (Based on units and level) 2c. Book Allowance - P5,000/semester but not to exceed 4 semesters for MS and 6 semesters for Ph.D. 2d. Thesis support - P15,000 for MS and P30,000 for Ph.D. 2e. One round-trip economy transportation by plane from LSU to the place of study (within Philippines)

3. <u>Financial Assistance</u>	II. <u>Externally-funded</u>
3a. Full salary and other privileges such as ACA/PERA, bonus and other fringe benefits. 3b. One round-trip economy transportation by plane from LSU to the place of study (within Phil.) E. Responsibilities of the Grantees: 1. Must sign a contract with ViSCA 2. Must take a full academic load every semester (12 units) 3. Must not accept any kind of employment while enjoying the fellowship. 4. Must not accept any kind of scholarship without clearance from ViSCA.	1. With LSU support 1a. Full salary and other privileges such as ACA/PERA, bonus and other fringe benefits. 1b. One round-trip economy transportation by plane from LSU to the place of study (within Phil.) 2. Without LSU support –(endorsement only.) None E. Responsibilities of the Grantees: 1. Must sign a contract with LSU. 2. Must take a full academic load (12 units) every semester. 3. Must not accept any kind of employment while enjoying the scholarship/fellowship. 4. Must not accept any kind of scholarship without clearance from LSU.
5. Must maintain a semestral grade point average acceptable to the graduate school. 6. Must submit a semestral progress report to the chairman. 7. Must submit a copy of approved thesis manuscript/dissertation to the ViSCA Library upon return from study leave.	5. Must maintain a semestral grade point average acceptable to the graduate school. 6. Must submit a semestral progress report to the head of the unit and furnish a copy to the chairman of the LSFC-AS and University President. 7. Must submit 5 copies of approved dissertation distributed to: a) Two (2) copies to the LSU Library, b) one (1) copy to the College Library, c) one (1) copy to the Secretary of the College, and d) one (1) copy to the AACCCUP Center, upon return from study leave.
8. Must serve ViSCA following the ratio between length of time he enjoyed the fellowship and length of service: a. Local: a.1 Full benefits 1:2 a.2 Partial benefits 1:1	8. Must serve LSU following the ratio between length of time he enjoyed the fellowship and length of service: a. Local: 1:2 b. Abroad: 1:3

b. Abroad: b.1 Full benefits (sal. & stipend) 1:3 b.2 Partial benefits 1:2 (for staff who are on assistantship or scholarship but are given salary or international travel.) b.3 Assurance of employment 1:1 9. Pay back LSU the full amount spent for his grant if the GRANTEE fails to complete or finish the degree for any reason whatsoever. Returning back to LSU to serve the University without completing the degree shall not free the GRANTEE of his obligation to reimburse in full the amount spent of his grant. 10. Serve LSU for a period of time at the rate of one year for every year or a fraction thereof not less than two months of enjoyment of the grant within the Philippines or at the rate of three years if enjoyed outside the Philippines, less than two months of enjoyment of said grant shall be served for half the rate. Provided, that failure to comply with the provisions of this paragraph or willful abandonment of the grant, resulting to the non-completion of the degree pursued shall obligate the GRANTEE to reimburse immediately in full to the GRANTOR all the expenses that the latter of the Philippine Government may have incurred including transportation, salaries and other expenses related thereto as well as external financial grants given through or upon endorsement of the University in connection his grant plus an equity charge equivalent to 100% of the total amount expended, in which case shall not be less than P 5,000.00 and 14% interest per annum from the date of breach or revocation. It should be fully understood that proportionate refund shall in NO CASE be allowed.	c. No salary regardless of places of study 1:1 9. Must complete his/her graduate studies within the time frame of his/her scholarship. In case of failure to complete the degree pursued on specified time (including the allowable one semester extension) grantee has to: a. Pay back the full amount spent (salary, stipend and other allowances) for him while on scholarship based on mutually accepted terms. b. Reinstate and take full aggregate load so that services of substitute or part time teachers hired for the purpose would be automatically cut-off. 10. Pay back LSU the full amount spent for his grant if the GRANTEE fails to complete or finish the degree for any reason whatsoever. Returning back to LSU to serve the University without completing the degree shall not free the GRANTEE of his obligation to reimburse in full the amount spent of his grant. 11. Serve LSU for a period of time at the rate of one year for every year or a fraction thereof not less than two months of enjoyment of the grant within the Philippines or at the rate of three years if enjoyed outside the Philippines, less than two months of enjoyment of said grant shall be served for half the rate. Provided, that failure to comply with the provisions of this paragraph or willful abandonment of the grant, resulting to the non-completion of the degree pursued shall obligate the GRANTEE to reimburse immediately in full to the GRANTOR all the expenses that the latter of the Philippine Government may have incurred including transportation, salaries and other expenses related thereto as well as external financial grants given through or upon endorsement of the University in connection his grant plus an equity charge equivalent to 100% of the total amount expended, in which case shall not be less than P 5,000.00 and 14% interest per annum from the date of breach or revocation. It should be fully understood that proportionate refund shall in NO CASE be allowed.
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* Request for reduced workload to work on his thesis upon reinstatement due to failure to complete the degree pursued on specified time is allowed provided this is for one semester only and to be supported by the program of activities for monitoring purposes.

NON-DEGREE SHORT-TERM TRAINING (at least 1 month)	NON-DEGREE SHORT-TERM TRAINING (at least 1 month)
A. Criteria for Selection: 1. Need for the field of training as certified by the department/unit head. 2. Appropriate educational background B. Privileges: 1. Full salary while undergoing the training 2. Necessary expenses for travel to official destination (within the Philippines) and back may be shouldered by ViSCA if not provided by the sponsoring agency C. Responsibilities: 1. Must sign a contract with ViSCA. 2. Must not accept any kind of employment while undergoing the training 3. Must not accept any kind of scholarship without clearance from ViSCA. 4. Must submit a narrative report upon his return 5. Must serve ViSCA twice the length of time he spent in the training	A. Criteria for Selection: 1. Need for the field of training as certified by the department/unit head. 2. Appropriate educational background B. Privileges: I. Internally – funded (LSU) - highly relevant short term training sponsored by either local or foreign professional organizations can be availed by academic faculty (permanent or regular) with prior invitations as paper presenters, moderators and/or other important roles. Such attendance must be duly endorsed by offices concerned. II. Externally – funded – this should included short term training sponsored by professional organizations held either locally or abroad. Need invitation and endorsement by appropriate offices. Except salary (ACA, PERA, bonuses and other fringe benefits) all other attendant expenses shall be shouldered by the sponsoring agency/organization. C. Responsibilities: 1. Must sign a contract with ViSCA. 2. Must not accept any kind of employment while undergoing the training 3. Must not accept any kind of scholarship without clearance from ViSCA. 4. Must submit a narrative report upon his return 5. Must serve ViSCA twice the length of time he spent in the training