



**VISAYAS**  
STATE UNIVERSITY

**OFFICE OF THE UNIVERSITY/BOARD  
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**EXCERPT FROM THE APPROVED MINUTES OF THE  
87<sup>th</sup> VSU Board of Regents Meeting**

7 DECEMBER 2018  
GRANDA MANOR Conference Room  
36 Juan Luna cor. Gomez St.  
Tacloban City

**PROPOSED REVISION OF THE IMPLEMENTING  
GUIDELINES FOR SABBATICAL LEAVE**

The Board unanimously approved and passed

**BOR RESOLUTION NO. 213, s. 2018**

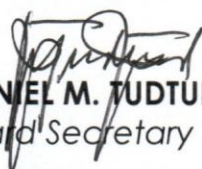
**A Resolution Approving the Proposed Revision of the Implementing  
Guidelines for Sabbatical Leave, as presented.**

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*\* please see attached approved Proposal*

BOARD ACTION : **APPROVED**  
Date : 7 December 2018

Certified True and Correct:

  
**DANIEL M. TUDTUD, JR.**  
Board Secretary V

Cc: OP  
OVPI  
ODA-HRD  
Personnel Records

**PROPOSED REVISION OF THE IMPLEMENTING GUIDELINES  
FOR SABBATICAL LEAVE**

*(Dated 23 July 2009 by Posas OB, Tabada MATW, Armenia PT, Capuno OB,  
Quinanola TL, Roa JR and Tulin, EE)*

***With Additional Inputs***

*(Dated 24 November 2017 from Jadina BC, Bales MC, Bitacura JG, Conde LAP, Dargantes BB,  
Galintao MI, Moreno LO)*

***And the Latest Proposed Revision***

*(Dated 30 August 2018 by VSUFA General Assembly; 27 November 2018 by UAdCo)*

## **I. Forms and Purpose**

The sabbatical leave is a privilege granted to qualified members of the faculty intended primarily for their professional growth. As such, *the sabbatical leave may be spent in any or a combination of the following forms:*

1. Study (post-graduate or post-doctoral)
2. Research (to be conducted outside and NOT funded by VSU System)
3. Scholarly or creative work (writing scientific papers, composition, invention, etc)
4. Retooling, e.g. enrolling in non-degree courses for the purpose of learning a new phase or area of the work involved in
5. Consultancy (to be conducted OUTSIDE and NOT funded by VSU System)
6. Fellowship (in other academic institutions)
7. Rest and recuperation for extreme/serious medical reason
- 8. Rest and renewal (optional) for qualified faculty who has served the University for not less than 20 years**

## **II. Recipients**

Only permanent faculty members with at least the rank of associate professor (and at least an earned Master's degree) for at least two years (for NEW mid-level or senior recruits) prior to the grant and who have served the University for not less than six consecutive years, *provided further that the faculty has not been on vacation leave without pay for an aggregate period of 90 days*, are eligible to go on sabbatical leave.

## **III. Procedure and Requirements**

The grant of sabbatical leave shall be subject to the following requirements:

1. Only one faculty member of a unit should be allowed to go on sabbatical leave at any one time for a period of six months to one year commencing at the start of the school year upon mutual consent of the faculty member and the unit head.
2. Recommendation shall emanate from the unit's Personnel Committee following its approved schedule of sabbatical leave and coursed through the APB and OP before final approval by the BOR. All applications should include the plan of activities and expected output.
3. Every year or fraction thereof of sabbatical assignment shall be equivalent to actual service.
4. A term of reference or contract shall be drawn to cover the provisions/conditions of the sabbatical assignment.

## **IV. Obligations**

A faculty who is allowed to go on sabbatical leave with pay shall be required to fulfil the following obligations:



1. Submit a MIDTERM PROGRESS REPORT (middle of the period granted), except for senior faculty granted with *Rest and Renewal* (see Section I item # 8). Non-compliance will mean withholding of salary until such time that the report is submitted.
2. Upon completion of the sabbatical assignment, the faculty member shall write and submit a letter of reinstatement together with the expected output through channel (from the department or centre to the APB for endorsement of the request for reinstatement to the President). Two copies of each output shall be prepared by the returning faculty member, one for the unit and another one for the Office of the President.
3. If the output is not submitted within 30 days upon reinstatement, the faculty member's salary shall be withheld until such time that the output is submitted.
4. In case of failure to return to work within 30 days after the sabbatical leave assignment, the University will implement Section 64, Rule XV, Book V of EO 292, to wit:

*"He/she shall be considered on absence without leave(AWOL) and separated from the service or dropped from the rolls without prior notice. He/she shall, however, be informed, at his/her address appearing in the 201 files or at his latest known address, of his/her separation from the service, not later than five (5) days from its effectivity".*

5. No one shall be allowed to avail of other privileges such as secondment and similar detail after the sabbatical assignment unless an appeal for reconsideration is approved by the BOR.
6. *Since the sabbatical leave is with pay, faculty are not expected to engage in, or commit themselves to other types of professional employment, including teaching in others schools, which will take time from their academic programs for their professional growth, for medical recuperation or for their rest and renewal.*

#### **V. Sabbatical Outputs**

With exception provided for faculty granted under Section 1, item 8 above, this proposal subscribes to follow the current MINIMUM output requirements, to wit:

1. Three (3) published papers in CHED-recognized journals;
2. Two (2) published papers in CHED-recognized journals AND one (1) University-approved instructional material (IM) with an electronic format ready for on-boarding to the Open/Online University program; or
3. One (1) published paper in CHED-recognized journals AND two (2) University-approved IMs with an electronic format ready for on-boarding to the Open/Online University program.

#### **VI. Repeat Privilege Restriction**

Application for subsequent sabbatical leave privilege can only be made five (5) years after the latest reinstatement for work, following the last sabbatical period. This restriction applies to those who are on sabbatical leave status when approved and made to take effect by the Board of Regents as stipulated accordingly in a BOR Resolution for this purpose.