



MEMORANDUM FROM THE OFFICE OF THE PRESIDENT
No. 04-034, s. 2024

TO: ALL FACULTY OF THE UNIVERSITY

FROM: SUC President III

SUBJECT: DOCUMENTARY REQUIREMENTS FOR FACULTY SCHOLAR STUDY LEAVE WITH PAY

DATE: April 16, 2024



This memorandum provides information specific to faculty scholars regarding the necessary documentation required for applying for study leave with pay, as outlined in the Faculty Manual.

Faculty Scholars seeking study leave with pay must submit the following documents:

1. **Request for Study Leave:** A formal letter addressed to the President requesting study leave with pay. Ensure the letter outlines the specific program or research you intend to pursue, the desired leave duration, and the expected completion date. Highlight your status as a faculty scholar and how the proposed study directly relates to your scholarly pursuits.
2. **Board Resolution on the Approval of the Study Leave:** An official copy of the Board Resolution approving your application for study leave with pay.
3. **Endorsement by the College Dean:** A signed endorsement letter from your College Dean supporting your application for study leave.
4. **Performance Rating for the Last 2 Years:** Copies of your official performance evaluations for the past two years.
5. **Certification of No Pending Administrative/Criminal Case:** A certification from the Legal Unit confirming you have no pending administrative or criminal cases.
6. **Certification of No Current Foreign or Local Scholarship Grant:** A certification from the appropriate office (e.g., Scholarship Committee/Professional Development Committee/Human Resource Management Office) confirming you are not currently receiving any form of scholarship grant (local or foreign) that may conflict with receiving salary during study leave.
7. **Contract Prepared by the HRMO:** A signed contract prepared by the Human Resources Management Office (HRMO) outlining the terms and conditions of your study leave with pay.

Important Information for Faculty Scholars on Scholarship Pay:

Outside Teaching Restriction: Please be aware that faculty members receiving scholarship pay are not permitted to engage in outside teaching activities during their study leave with pay unless written permission is granted by the University President.

Post-Leave Reporting: Upon completion of your study leave, you are required to submit a three-month progress report to your respective College Dean. The Dean will then forward the report to the Campus Director, followed by the Vice President for Academic Affairs, and ultimately to the University President.



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Service Obligation: Faculty members funded by scholarship programs are subject to a service obligation at NEMSU upon completion of their study leave.


Every year or fraction thereof that a faculty member has enjoyed a local scholarship is equivalent to two years of service at the university.

Every year or fraction thereof that a faculty member has enjoyed an international scholarship is equivalent to three years of service at the university.

Failure to fulfill this service obligation will result in the faculty member being required to pay back the university the full amount of the scholarship plus interest.

For further inquiries, please do not hesitate to contact the Human Resources Management Office (HRMO) or your Department Chair.

For strict compliance.


NEMESIO G. LOAYON, PhD
SUC President III 