



SURIGAO STATE COLLEGE OF TECHNOLOGY
Surigao City, Philippines 8400
Tel. Nos. (086) 826-6346; 231-7741 Telefax: (086) 826-6346
Official Website: www.ssct.edu.ph

**EXCERPT FROM THE MINUTES OF THE 58TH REGULAR BOARD MEETING OF
SSCT-BOARD OF TRUSTEES HELD ON OCTOBER 1, 2013 AT THE
CONFERENCE ROOM, CHED CENTRAL OFFICE, DILIMAN, QUEZON CITY**

After thorough deliberation, the SSCT – Board of Trustees adopted:

RESOLUTION NO. 46, S. 2013

Approving the Request of Engr. Unife O.
Cagas for a Six-month Study Leave

APPROVED

Certified true and correct:


ROWENA A. PLANDO, PhD
Board Secretary V

Attested:

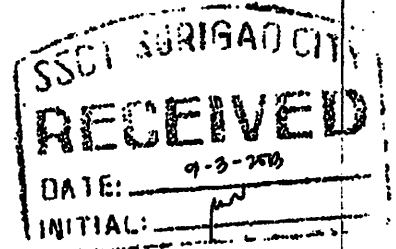

GLORIA C. GEMPARO, PhD, CSEE
SUC President II/BOT Vice-Chairman



SURIGAO STATE COLLEGE OF TECHNOLOGY
Surigao City

August 12, 2013

GLORIA C. GEMPARO, Ph.D.
SUC President II
This College



Madam:

Greetings of Peace and Goodwill!

At the outset I would like to manifest my sincerest thanks to the greatest opportunity bestowed on me as the recipient of the Faculty Development program extended to the Faculty of this College. This truly sustained my enrolment with Doctor of Technology Education at Mindanao University of Science and Technology (MUST).

At the moment, I have already completed the academic requirements and I am planning to enroll dissertation this 2nd semester, A.Y. 2013-2014. I am supposed to graduate last March 2013, however, because of equally important functions as the chair of Information Technology division I was not able to successfully make it. I failed to manage my dissertation simultaneously with my present designation.

It is my earnest appeal to your administration to let me avail a Study leave for six months from October 1, 2013 to March 31, 2013. Surely, I could deliver the desired output which is expected for me if given the privilege to avail the said leave.

Hoping for your positive response to this request. Thank you very much!

Very respectfully yours,

UNITE O. CAGAS
Chair, IT Division

Approved by:

leave (with pay)

GLORIA C. GEMPARO, Ph.D.
SUC President II

9/3/13



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**EXCERPT FROM THE MINUTES OF THE 64th REGULAR BOARD MEETING OF
SSCT-BOARD OF TRUSTEES HELD ON MARCH 20, 2015 AT THE
CONFERENCE ROOM, CHED CENTRAL OFFICE, U.P. DILIMAN, QUEZON
CITY**


After thorough deliberation, the SSCT – Board of Trustees adopted:

RESOLUTION NO. 20 S. 2015

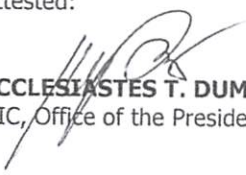
Approving the Request of Ms.
Teresita L. Toledo for a Five-Month
Study Leave with Pay From June 1, 2015
to October 15, 2015

APPROVED

Certified true and correct:


ROWENA A. PLANDO, PhD
Board Secretary V

Attested:


ECCLESIASTES T. DUMANIG, DM
OIC, Office of the President

FOR THE GRANTEE:

1. To conform to the rules and regulations of the Surigao State College of Technology and to such other regulations prescribed in connection with the scholarship grant/grant in aid;
2. To pursue the study/program as herein specified and as approved by the **GRANTOR: DOCTOR OF INFORMATION TECHNOLOGY (DIT):**
3. To complete the said study/degree programs within the herein stipulated period, which is **6 SEMESTERS AND 4 SUMMERS;**
4. To meet all requirements for the completion of the said study/degree program unless compelled to stop studies on meritorious grounds and approved by the **GRANTOR;**
5. To engage in no other occupation or studies other than the herein stipulated study/degree program during the period of the scholarship grants/grant in aid
6. To observe at all times decorum becoming of a professional
7. Upon termination of said grant, continue/resume my full time services with the **GRANTOR** for a period equivalent to:
 - N/A Two years for every year of in-country studies/training or a fraction thereof not less than three months;
 - N/A Three years for every year of out-country studies/training or a fraction thereof not less than three months;
 - N/A Fulltime service each school year following summer studies;
 - Two years after completion of studies.
 - Others: _____
8. To submit a report to, (e.g. progress report/problems/official report of semestral and/or summer marks; certification of comprehensive/thesis/dissertation defense/completion of studies/degree, etc.) and as specified by, the **GRANTOR;**
9. To reimburse the Republic of the Philippines, through the **GRANTOR** upon demand, in an amount equal to the total compensation, allowances and fees paid to paid for the **GRANTEE** during the period of the scholarship/grant in aid in the event that GRANTEE fails to complete the study/degree program within the stipulated period; or fails to abide by the **TOR** agreed upon in this **MOA**.

This MEMORANDUM OF AGREEMENT shall cease to be of any force and effect upon determination of the GRANTOR of unsatisfactory performance of the GRANTEE and for such other cause/s as may be authorized by law.

IN WITNESS WHEREOF, the parties have hereunto set their hands on the date and at the place above written.

CONFORME:

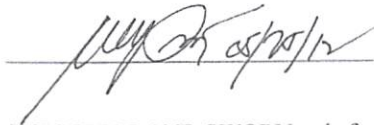

TERESITA L. TOLEDO
GRANTEE

SURIGAO STATE COLLEGE OF TECHNOLOGY
GRANTOR

By:


GLORIA C. GEMPARO, Ph.D.

WITNESSES:





SUBSCRIBE AND SWORN to before me this 25th day of May
Surigao City, Philippines, the scholar/grantee exhibited to me his/her residence certificate no. 14157555 issued at Surigao City on March 28, 2012.


LUCENIA DE LANCIN
NOTARY PUBLIC
REG. NO. 879379 SC. I. OS. 12
REG. NO. 879379 SC. I. OS. 12
REG. NO. 24973 FIN 17-394-517
MC 2 COMPLIANCE NOS. I, II, III & IV
OFFICE: AMAT ST., SURIGAO CITY

SURIGAO STATE COLLEGE OF TECHNOLOGY
Narciso St., Surigao City
CONTINUING PROFESSIONAL DEVELOPMENT

MEMORANDUM OF AGREEMENT

Name of Faculty : **TERESITA L. TOLEDO**
Home Address : P-8, Brgy. San Juan, Navalca,, Surigao City
Degree to be Pursued : Doctor of Information Technology (DIT)
Mode of Assistance : GRANTS – IN – AID
Duration of Grant : 6 SEMESTERS AND 4 SUMMERS
Name of Institution : CEBU INSTITUTE OF TECHNOLOGY UNIVERSITY
Address : Cebu City
Tel. & FAX & E-Mail:

WHEREAS SURIGAO STATE COLLEGE OF TECHNOLOGY considers the continuing professional development of its regular teaching and non-teaching staff as a joint responsibility of the college and the individual teachers and personnel themselves;

WHEREAS the COLLEGE pledges to invest sums of money either from internal or external sources for the continuing professional development of both the regular teaching and non-teaching staff;

WHEREAS the expectation of the COLLEGE is that through the CPD programme, mutual gains shall be enabled in the efficiency and effectiveness with which the said staff perform their professional duties, prepare them for changing roles in the College, provide them job satisfaction and enhance their responsiveness to quality education;

NOW THEREFORE, this MEMORANDUM OF AGREEMENT entered into this 28th day of May Year 2012 at Surigao City and between

the **SURIGAO STATE COLLEGE OF TECHNOLOGY** herein referred to as the GRANTOR and represented by the President, **GLORIA C. GEMPARO, Ph.D.**

and

TERESITA L. TOLEDO, a regular teaching staff of the GRANTOR and herein referred to as the GRANTEE, with permanent address at P-8, Brgy. San Juan, Navalca,, Surigao City

do hereby agree to the following:

FOR THE GRANTOR:

To assist the Grantee in his/her studies by providing him/her the following subsidy for the duration of his/her studies or as indicated herein:

- 1. Monthly basic salary
- 2. Mandated benefits
- 3. School and tuition fees for courses in approved curriculum - P3,500.00/Sem
- 4. Stipened – as specified: P3,500.00 / month
- 5. Book Allowance P1,000.00 / sem
- 6. Transportation allowance for regular and summer grants only)
- 7. Others: _____