



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

**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.

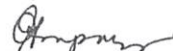
IN WITNESS WHEREOF, the parties have hereunto set their hands on the date and at the place above written.

CONFORME:

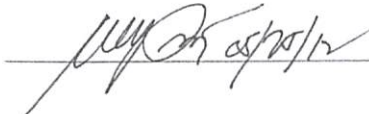

TERESITA L. TOLEDO
GRANTEE

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.


LUCENILDE LANCIA
NOTARY PUBLIC, UNTIL DEC. 31, 2012
PTA No. 8798979 SC. I, US. 12
TORN. 008702 SC. I, US. 12
ROL. No. 2011-05-01 IN 17-894-817
M. / COMPLIANCE NUS. I, II, III & IV
02708 AMAT ST., SURIGAO CITY



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:

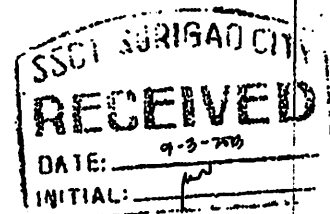

GLORIA C. GEMPARO, PhD, CSEE
SUC President II/BOT Vice-Chairman



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,

UNEE O. CAGAS
Chair, IT Division

Approved by: *(with proxy)*

(Signature)
GLORIA C. GEMPARO, Ph.D.
SUC President II

9/3/13