



# West Visayas State University

## COLLEGE OF MEDICINE

Luna St., La Paz, Iloilo City 5000  
Iloilo, Philippines

\* Trunkline: (063) (033) 320-0870 to 78 loc. 1502 \* Telefax No.: (033) 320-0879  
\* Website: [www.wvsu.edu.ph](http://www.wvsu.edu.ph) \* Email Address: [com@wvsu.edu.ph](mailto:com@wvsu.edu.ph)



Certificate No.: AJA16.0911

### RETURN OF SERVICE OBLIGATION POLICY (RSOP)

#### VISION AND MISSION OF THE WEST VISAYAS STATE UNIVERSITY COLLEGE OF MEDICINE

##### VISION

A community of physicians

- socially accountable, enlightened and professionally competent
- committed to deliver primary health care with compassion
- dedicated towards continuing medical education, research and extension, and
- devoted to serve the health needs of the Filipino people.

##### MISSION

To provide deserving students an affordable medical education that is in consonance with the concept of a socially accountable primary health care physician equally prepared for post graduate studies, research, teaching and specialized training,

#### RATIONALE FOR THE RETURN OF SERVICE OBLIGATION POLICY

Medical students admitted to the College of Medicine of the West Visayas State University are scholars of the Filipino people because their tuition fees are subsidized by the government. Considering the low cost of their medical education and the need of the country for physicians especially in the rural areas, it is but fitting that the College should have a Return of Service Obligation Policy. This policy is in line with the College's vision and mission.

#### COVERAGE OF THE RETURN OF SERVICE OBLIGATION POLICY

All students admitted to the College are covered by the Return of Service Obligation Policy (RSOP) except foreign students who are non-Philippine passport holders.

#### OBLIGATIONS OF THE WVSU COLLEGE OF MEDICINE GRADUATES

1. The graduate shall obtain a Philippine Medical License within five years after graduation.
2. The Return of Service is one year for every year of stay in the College of Medicine.
3. The Return of Service can start anytime after obtaining the Philippine Medical License and must be completed within ten (10) years after graduation.
4. The graduate shall practice in any part of the Philippines in any of the following fields for as long as it is in his/her capacity as a physician:
  - a. Public Health or Community Medicine – such as, but not limited to the following: Municipal/City/Provincial/Regional Health Officer, Doctor to the Barrios, DOH work, working with NGO's or faith-based organizations in the field of public health community medicine.
  - b. Primary Care – such as, but not limited to the following: in-house physician work, working as staff physician in a government or private clinic or hospital.
  - c. Clinical Residency – must be in an accredited government or private hospital program.
  - d. Academe (Teaching) – must be in the field of Medicine or Health –related programs.
  - e. Research – must be in the field of Health or Medicine.
  - f. Postgraduate Program – must be from a Philippine-based institution approved by the College to ensure that it will assist in strengthening and developing the Philippine health care system. Credit will be given only for the length of the program's minimum full-time residency time frame.
  - g. Corporate or Industrial Medicine.
5. The graduate shall submit to the Return of Service Obligation Policy Program Committee every December a report of his/her return service work. This will start from the first



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December after graduation up to the completion of the return of service obligation. The graduate is required to specify the following information:

- a. Exact address where he/she is currently working;
  - b. Complete name of the institution where he/she is working;
  - c. The area/s served, if applicable;
  - d. Brief description of the work being performed;
  - e. Reason for not rendering Return Service during the previous year if applicable;
  - f. Other information as maybe required by the RSOP Committee.
6. Noncompliance with the reportorial obligations shall entail the following sanctions:
- a. First offense - Written Reminder
  - b. Second offense – Fine of Php 5000
  - c. Third offense shall be considered as refusal to render return service work.

### COORDINATING, MONITORING, EVALUATION AND PLACEMENT

A committee will be created for the purpose of implementing this policy. This committee shall

1. formulate the operational guidelines of this policy;
2. monitor the implementation of this policy;
3. collate and validate reports of the individuals covered by this policy.
4. review the policy periodically and make recommendations to the College administration.

### PRE-TERMINATION, PENALTIES AND TERMS OF PAYMENT

Pre-termination by the student or graduate of this agreement or refusal to render return service work due to any reason shall entail a monetary payback equivalent to the government expense for the medical education minus the out-of-pocket payments of the student (tuition and other school-mandated fees) up to the year level completed or currently in. The payment shall be paid in full within six (6) months from the date of pre-termination in favor of the West Visayas Sate University College of Medicine Trust Fund established for this purpose.

### REQUEST FOR STUDENT AND GRADUATE RECORDS PRIOR TO COMPLETION OF THE RETURN SERVICE OBLIGATION

1. Transcript of Records requested before the completion of the Return Service Obligation shall bear the following watermarks:
  - a. Valid in the Philippines for evaluation purposes only and not for employment
  - b. Subject to compliance with the Return Service Obligation Agreement. Valid for employment within the Philippines only.
2. Request for authentication of medical education records from hospitals/institutions abroad other than for off-campus elective courses shall be denied prior to completion of the Return Service Obligation.
3. Request for a Dean’s Letter of Recommendation for out-of-the-country education/training other than for off-campus elective courses shall be denied prior to completion of the Return Service Obligation.
4. Request for a WVSUCOM faculty to give a Letter of Recommendation for out-of-the-country education/training other than for off-campus elective courses shall be denied prior to completion of the Return Service Obligation.
5. Request for exemptions from the above provisions shall be coursed through the Appeals Committee for review and deliberation.

### APPEALS COMMITTEE

1. The WVSUCOM RSOP Appeals Committee will cover all the WVSUCOM students and graduates.



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2. The members of the Appeals Committee are the following:
  - a. Head, Office of Student Affairs of the College of Medicine
  - b. Chair, WVSUCOM Medical Student Council
  - c. Representative of the Dean
  - d. Chair, RSOP Committee
  - e. University Legal Officer
  - f. Community Representative
3. The Chair of the Appeals Committee will be appointed by the Dean from among the members.
4. The functions of the Appeals Committee are the following:
  - a. To identify and discuss all issues regarding the compliance of the students and graduates to the provisions of the Return Service Obligation Agreement (RSOA), a copy of which is hereto attached as Annex A.
  - b. To formulate recommendations of all issues regarding the compliance of the students and graduates to the Return Service Obligation Agreement (RSOA) such as, but not limited to pre-termination of medical studies or validity of return service work in relation to the prescribed options.
5. The decisions of the Appeals Committee will be endorsed to the Dean for appropriate action.

### DISPUTE SETTLEMENT

In case of a dispute between the Parties arising from the breach by the student or graduate of his/her obligations under the Acceptance to Serve and Assumption of Liability (ASAL) Agreement, a copy of which is hereto attached as Annex B, the Parties agree to freely and voluntarily submit themselves to the necessary consultation and negotiation for purposes of amicably settling the dispute.

1. In case there is a need for litigation, the parties agree that the venue shall be in any competent court in the City of Iloilo to the exclusion of other courts.

### EFFECTIVITY

This Policy shall take effect upon the approval of the WVSU Board of Regents for all in-coming freshmen students starting academic year 2018-2019.

### AMENDMENTS

All amendments to this policy must be approved by the Dean, the COM Academic Council, the University President and the Board of Regents of the WVSU.

### SEPARABILITY

If any part or provision of this Policy is held invalid or unconstitutional, other provisions not affected thereby shall remain in force and effect.



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### ANNEX A

#### RETURN SERVICE OBLIGATION AGREEMENT (RSOA)

This Return Service Agreement made and executed this \_\_\_ day of \_\_\_ in \_\_\_\_, Philippines by and between: \_\_\_\_\_, Filipino, of legal age, single/married to \_\_\_\_\_, with residence and postal address at \_\_\_\_\_ hereinafter referred to as "Student";

-and -

West Visayas State University, a chartered state university created under the existing laws of the Republic of the Philippines, with office at La Paz, Iloilo City, herein represented by its President, DR. LUIS M. SOROLLA, JR, hereinafter referred to as "WVSUCOM";

WITNESSETH:

WHEREAS, medical students admitted to the College of Medicine of the West Visayas State University are scholars of the Filipino people because their tuition fees are subsidized by the government;

WHEREAS, there is a need of the country for physicians especially in the rural areas;

WHEREAS, because of the subsidized tuition fees there is a need for the medical students to give back to the country;

WHEREAS, the Return Service Obligation Agreement (RSOA) or Policy of the WVSUCOM (hereinafter referred to as the "Policy") strives to ensure excellence and leadership in the community through medical education, research and service, using the primary health approach, intended especially for the underserved;

WHEREAS, the RSOA becomes effective only upon acceptance of the Student to the College of Medicine;

WHEREAS, in consideration of his/her admission to the WVSUCOM and his/her being covered under the aforementioned Policy and considering his/her availment of the state subsidy for his/her tuition and other fees, the Student is required by WVSUCOM to render health care services in the Philippines, within a stipulated time;

**NOW, THEREFORE** , the foregoing premises considered, the Parties hereby agree as follows:

#### Article I: Obligations of the Student

The Student, having been accepted to the WVSUCOM and covered by/under the Return Service Obligation (RSO) Policy, shall:

1. Faithfully adhere to the Vision-Mission of the WVSUCOM, specifically the ideals and requirements of the Program.
2. Abide by the prescribed course of instruction.
3. Obtain a Philippine Medical License within five (5) years from the date of his/her graduation.
4. Render health care services in the Philippines for one year for every year of stay in the College of Medicine, within ten (10) years from graduation.
5. Submit any time within December of every year until completion of the Return Service Obligation, beginning the year he/she graduated, a report of his/her health care activities and services for the preceding 6 months, specifying the following minimum required information:
  - a. Exact location and address where he/she is currently working;



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- b. Complete name of the institution where he/she is working;
- c. The area/s served, if applicable;
- d. Brief description of the work being performed;
- e. Reason for not rendering Return Service during the previous year if applicable;
- f. Other information as maybe required by the RSOP Committee.

### Article II: Penalty for Breach of Obligation

1. The Student acknowledges and agrees that before the completion of his/her obligations under Article I of this agreement and such other obligations as may from time to time be imposed by concerned University officials in the implementation of this Agreement, his/her transcripts of grades and/or diploma shall bear the statement *“Subject to compliance to the Return Service Obligation Agreement. Valid for employment within the Philippines only.”*
2. In addition, the Student shall be held liable for breach of contract jointly and severally with his/her parents or guardians and guarantor/surety, as provided for in the Suretyship Agreement hereto attached as “Annex C” and reimburse to WVSUCOM a payback equivalent to the government expense for the medical education minus the out-pocket payments of the student (tuition and other school-mandated fees) up to the year level completed or currently in.
3. Noncompliance with the reportorial obligations shall entail the following sanctions:
  - a. First offense - Written Reminder
  - b. Second offense – Fine of Php 5000
  - c. Third offense shall be considered as a breach of contract.

### Article III: Free and Hold Harmless Clause

Any loss and/or damage caused by the Student to any person as a result of or in connection with his/her performance of health care services as required under this Return Service Obligation Agreement shall be the sole and exclusive liability and responsibility of the Student. In this connection, the Student holds WVSUCOM free and harmless from all claims, liabilities, proceedings, damages, costs, charges and expenses whatsoever arising out of or as a result of such loss and/or damage.

### Article IV: Alternative Dispute Resolution

In case of a dispute between the Parties arising from the breach by the Student of his/her obligations under this Return Service Obligation Agreement, they hereby agree to freely and voluntarily submit themselves to the necessary consultations and negotiation process for purposes of amicably settling their dispute through the Appeals Committee. Should the Parties fail to reach an amicable settlement, any dispute or controversy arising from this Agreement shall be submitted for arbitration, in accordance with law (RA9285). Finally, the Parties agree that should their dispute reach the courts of law, the competent courts of Iloilo shall have the exclusive jurisdiction over the same.

**IN WITNESS WHEREOF**, THE Parties hereto hereby sign this Return Service Agreement together with the parent(s)/guardian(s) of the Student, this \_\_\_\_ day of \_\_\_\_ at \_\_\_\_, Philippines.



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### ACKNOWLEDGMENT

BEFORE ME, this \_\_\_\_\_ day of \_\_\_\_\_, at Iloilo City, Philippines personally appeared DR. LUIS M. SOROLLA, JR., representing the West Visayas State University and \_\_\_\_\_, known to be the same persons who executed the following \_\_\_\_\_ and acknowledged before me that the same is their free and voluntary act and deed.

I further identified them through competent evidence of identity as defined under the 2004 rules on Notarial Practice:

| NAME | ID | NUMBER | EXPIRATION DATE |
|------|----|--------|-----------------|
|      |    |        |                 |
|      |    |        |                 |

This instrument consisting of \_\_\_\_\_ pages including this page whereon the acknowledgment is written, signed by the parties and their witnesses on each and every page thereof refers to a (Name of Document).

WITNESS MY HAND AND SEAL

\_\_\_\_\_  
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Page No. \_\_\_\_\_  
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### ANNEX B

#### ACCEPTANCE TO SERVE AND ASSUMPTION OF LIABILITY (ASAL) AGREEMENT

This Acceptance To Serve And Assumption Of Liability (ASAL) Agreement made and executed this \_\_\_ day of \_\_\_ in \_\_\_, Philippines by and between: \_\_\_\_\_, Filipino, of legal age, single/married to \_\_\_\_\_, with residence and postal address at \_\_\_\_\_ hereinafter referred to as "Student";

-and -

West Visayas State University, a chartered state university created under the existing laws of the Republic of the Philippines, with office at La Paz, Iloilo City, herein represented by its President, DR. LUIS M.SOROLLA, JR., hereinafter referred to as "WVSUCOM";

#### WITNESSETH:

WHEREAS, the Return Service Agreement (RSA) or Policy of the WVSUCOM (hereinafter referred to as the "Policy") strives to ensure excellence and leadership in the community-oriented medical education, research and service, using the primary health approach, intended especially for the underserved;

WHEREAS, the Student is covered by/ under the above mentioned Policy and is aware of the requirements of the same; and for this purpose, the Policy of the WVSUCOM Return Service Obligation Program is hereto attached a Annex "A", the same to form an integral part hereof;

WHEREAS, the RSOA becomes effective only upon acceptance of the Student to the College of Medicine;

WHEREAS, in consideration of his/her admission to the WVSUCOM and his/her being covered under the aforementioned Policy and considering his/her availment of the state subsidy for his/her tuition and other fees, the Student is required by WVSUCOM to render health care services in the Philippines, immediately after his/her graduation;

**NOW, THEREFORE** , the foregoing premises considered, the Parties hereby agree as follows:

#### Article I: Obligations of the Student

The Student, having been accepted to the WVSUCOM and covered by/under the Return Service Obligation (RSO) Policy, shall:

1. Faithfully adhere to the Vision-Mission of the WVSUCOM, specifically the ideals and requirements of the Program.
2. Abide by the prescribed course of instruction.
3. Obtain a Philippine Medical License within five (5) years from the date of his/her graduation.
4. Render health care services in the Philippines for one year for every year of stay in the College of Medicine, within ten (10) years from graduation.
5. Submit any time within December of every year until completion of the Return Service Obligation, beginning the year he/she graduated, a report of his/her health care activities and services for the preceding 6 months, specifying the following minimum required information:
  - a. Exact location and address where he/she is currently working;
  - b. Complete name of the institution where he/she is working;
  - c. The area/s served, if applicable;
  - d. Brief description of the work being performed;



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- e. Reason for not rendering Return Service during the previous year if applicable;
- f. Other information as maybe required by the RSOP Committee.

### Article II: Penalty for Breach of Obligation

1. The Student acknowledges and agrees that before the completion of his/her obligations under Article I of this agreement and such other obligations as may from time to time be imposed by concerned University officials in the implementation of this Agreement, his/her transcripts of grades and/or diploma shall bear the statement *“Subject to compliance to the Return Service Obligation Agreement. Valid for employment within the Philippines only.”*
2. In addition, the Student shall be held liable for breach of contract jointly and severally with his/her parents or guardians and guarantor/surety, as provided for in the Suretyship Agreement hereto attached as “Annex C” and reimburse to WVSUCOM a payback equivalent to the government expense for the medical education minus the out-pocket payments of the student (tuition and other school-mandated fees) up to the year level completed or currently in.
3. Noncompliance with the reportorial obligations shall entail the following sanctions:
  - a. First offense - Written Reminder
  - b. Second offense – Fine of Php 5000
  - c. Third offense shall be considered as a breach of contract.

### Article III: Free and Hold Harmless Clause

Any loss and/or damage caused by the Student to any person as a result of or in connection with his/her performance of health care services as required under this Return Service Agreement shall be the sole and exclusive liability and responsibility of the Student. In this connection, the Student holds WVSUCOM free and harmless from all claims, liabilities, proceedings, damages, costs, charges and expenses whatsoever arising out of or as a result of such loss and/or damage.

### Article IV: Alternative Dispute Resolution

In case of a dispute between the Parties arising from the breach by the Student of his/her obligations under this Return Service Agreement, they hereby agree to freely and voluntarily submit themselves to the necessary consultations and negotiation process for purposes of amicably settling their dispute through the Appeals Committee. Should the Parties fail to reach an amicable settlement, any dispute or controversy arising from this Agreement shall be submitted for arbitration, in accordance with law (RA9285). Finally, the Parties agree that should their dispute reach the courts of law, the competent courts of Iloilo shall have the exclusive jurisdiction over the same.

**IN WITNESS WHEREOF**, THE Parties hereto hereby sign this Return Service Agreement together with the parent(s)/guardian(s) of the Student, this \_\_\_ day of \_\_\_ at \_\_\_, Philippines.





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### ACKNOWLEDGMENT

BEFORE ME, this \_\_\_\_\_ day of \_\_\_\_\_, at Iloilo City, Philippines personally appeared DR. LUIS M. SOROLLA, JR., representing the West Visayas State University and \_\_\_\_\_, known to be the same persons who executed the following \_\_\_\_\_ and acknowledged before me that the same is their free and voluntary act and deed.

I further identified them through competent evidence of identity as defined under the 2004 rules on Notarial Practice:

| NAME | ID | NUMBER | EXPIRATION DATE |
|------|----|--------|-----------------|
|      |    |        |                 |
|      |    |        |                 |

This instrument consisting of \_\_\_\_\_ pages including this page whereon the acknowledgment is written, signed by the parties and their witnesses on each and every page thereof refers to a       (Name of Document)      .

WITNESS MY HAND AND SEAL

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### ANNEX C

#### SURETY AGREEMENT FOR WVSUCOM RETURN SERVICE AGREEMENT

This Agreement executed at \_\_\_\_\_ on \_\_\_\_\_ by \_\_\_\_\_, Filipino of legal age, single/married to \_\_\_\_\_, with residence and postal address at the \_\_\_\_\_, hereinafter referred to "Surety", in favor of the West Visayas State University College of Medicine, with Principal Office at La Paz, Iloilo City, herein after referred to as "WVSUCOM":

**WHEREAS,** \_\_\_\_\_ (hereafter referred to as "Principal"), a student of the WVSUCOM, executed the attached Return Service Agreement ("RSA") with WVSUCOM on \_\_\_\_\_ to which this Surety Agreement is attached as ANNEX "B":

**WHEREAS,** WVSUCOM requires that the due and faithful performance of the provisions of the said RSOA be underwritten by a Surety;

**NOW, THEREFORE,** for and in consideration of the foregoing undersigned Surety, jointly and severally with the Principal, hereby guarantee and warrant to WVSUCOM that the Principal shall comply with and perform all the stipulations contained in the RSOA, and that if for any reason the Principal fails to comply therewith, the Surety binds himself jointly and severally with the Principal:

"To reimburse the WVSUCOM such amount/s as may have been defrayed for the Principal's tuition, government subsidy and scholarship, and all other expenses incurred by the WVSUCOM, with interest at the prevailing legal rate at the time of the breach of the aforesaid RSOA".

The liability of the Surety under this Agreement shall be solidary, direct and immediate and not contingent upon the enforcement by WVSUCOM of whatever remedies it may have against the Principal, and the Surety shall at any time on demand, pay to the WVSUCOM whatever amount is owing from the Principal to the WVSUCOM to the extent stated above.

This instrument is intended to be a complete and free indemnity to WVSUCOM for any indebtedness or liability of the Principal arising from the RSOA. It shall be valid and binding without further notice to the Surety, until the Principal has complied with all his/her obligations under the said RSOA.

**IN WITNESS WHEREOF,** the Surety has caused its authorized representative to set his/her hand this \_\_\_\_\_ of \_\_\_\_\_, 20\_\_\_\_, in \_\_\_\_\_.

\_\_\_\_\_  
**SURETY**

\_\_\_\_\_  
**SPOUSE**

Signed in the presence of

\_\_\_\_\_  
Signature over printed name of witness  
Address of witness:

\_\_\_\_\_  
Signature over printed name of witness



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### ACKNOWLEDGMENT

BEFORE ME, this \_\_\_\_\_ day of \_\_\_\_\_, at Iloilo City, Philippines personally appeared DR. LUIS M. SOROLLA, JR., representing the West Visayas State University and \_\_\_\_\_, known to be the same persons who executed the following \_\_\_\_\_ and acknowledged before me that the same is their free and voluntary act and deed.

I further identified them through competent evidence of identity as defined under the 2004 rules on Notarial Practice:

| NAME | ID | NUMBER | EXPIRATION DATE |
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Certificate No.: AJA16.0911

### ANNEX D

#### SURETY AGREEMENT FOR WVSUCOM ASAL AGREEMENT

This Agreement executed at \_\_\_\_\_, on \_\_\_\_\_, by \_\_\_\_\_, Filipino, of legal age, single/married to \_\_\_\_\_, with residence and postal address at \_\_\_\_\_, hereinafter referred to as "Surety", in favor of the **West Visayas State University College of Medicine**, with principal office at La Paz, Iloilo City, hereinafter referred to as "WVSUCOM":

**WHEREAS**, \_\_\_\_\_ (hereinafter referred to as "Principal") a student of the WVSUCOM, executed the attached **Acceptance to Serve and Assumption of Liability Agreement** ("ASAL Agreement") with WVSUCOM on \_\_\_\_\_ to which this Surety Agreement is attached to as Annex "B".

**WHEREAS**, WVSUCOM requires that the due and faithful performance of the provisions of the said ASAL Agreement be underwritten by a Surety;

**NOW, THEREFORE**, for and in consideration of the foregoing, the undersigned Surety, jointly and severally with the Principal, hereby guarantee and warrant to WVSUCOM that the Principal shall comply with and perform all the stipulations contained in the ASAL Agreement, and that if for any reason the Principal fails to comply therewith, the Surety binds himself jointly and severally with the Principal:

To reimburse WVSUCOM such amount/s as may have been defrayed for the Principal's tuition, government subsidy and scholarship, and all other expenses incurred by the WVSUCOM, with interest at the prevailing legal rate at the time of the breach of the aforesaid ASAL Agreement".

The liability of the Surety under this Agreement shall be solidary, direct and immediate and not contingent upon the enforcement by WVSUCOM of whatever remedies it may have against the Principal, and the Surety shall at any time on demand, pay to the WVSUCOM whatever amount is owing from the Principal to the WVSUCOM to the extent stated above.

This instrument is intended to be a complete and free indemnity to WVSUCOM for any indebtedness or liability of the Principal arising from the ASAL Agreement. It shall be valid and binding without further notice to the Surety, until the Principal has complied with all his/her obligations under the said ASAL Agreement.

**IN WITNESS WHEREOF**, the Surety has caused its authorized representative to set his/her hand this \_\_\_ day of \_\_\_, 20\_\_\_, in \_\_\_\_\_.

\_\_\_\_\_  
**SURETY**

\_\_\_\_\_  
**SPOUSE** (if married)

Signed in the presence of:

\_\_\_\_\_  
Signature over printed name

\_\_\_\_\_  
Signature over printed name



# West Visayas State University

## COLLEGE OF MEDICINE

Luna St., La Paz, Iloilo City 5000

Iloilo, Philippines

\* Trunkline: (063) (033) 320-0870 to 78 loc. 1502 \* Telefax No.: (033) 320-0879

\* Website: [www.wvsu.edu.ph](http://www.wvsu.edu.ph) \* Email Address: [com@wvsu.edu.ph](mailto:com@wvsu.edu.ph)



Certificate No.: AJA16.0911

### ACKNOWLEDGMENT

BEFORE ME, this \_\_\_\_\_ day of \_\_\_\_\_, at Iloilo City, Philippines personally appeared DR. LUIS M. SOROLLA, JR., representing the West Visayas State University and \_\_\_\_\_, known to be the same persons who executed the following \_\_\_\_\_ and acknowledged before me that the same is their free and voluntary act and deed.

I further identified them through competent evidence of identity as defined under the 2004 rules on Notarial Practice:

| NAME | ID | NUMBER | EXPIRATION DATE |
|------|----|--------|-----------------|
|      |    |        |                 |
|      |    |        |                 |

This instrument consisting of \_\_\_\_\_ pages including this page whereon the acknowledgment is written, signed by the parties and their witnesses on each and every page thereof refers to a \_\_\_\_\_).

WITNESS MY HAND AND SEAL

\_\_\_\_\_  
NOTARY PUBLIC

Doc. No. \_\_\_\_\_  
Page No. \_\_\_\_\_  
Book No. \_\_\_\_\_  
Series of 2018



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