TARLAC STATE UNIVERSITY

**HUMAN RESOURCE DEVELOPMENT AND MANAGEMENT OFFICE**

**Control No.: FA\_\_\_\_\_\_**

**REQUEST FOR THESIS/ DISSERTATION FINANCIAL ASSISTANCE**

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

President

Tarlac State University

Thru: The Faculty Scholarship Committee

Madam:

In consideration of the privileges provided by the TSU Faculty Scholarship Program, may I request for Thesis/ Dissertation financial assistance for the completion of my degree. My personal information is hereby provided for your reference:

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

College/Service/Unit:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Position : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Designation: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Status :\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Years of Service \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Education:

Bachelor’sDegree \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Master’sDegree (pursued/ completed) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Doctoral Degree (pursued) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Title of Research Study \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Certification of Approved Proposal defense**

In the event that I fail to obtain the degree as stipulated in my contract, it will mean paying back to Tarlac State University (TSU) all the expenses incurred.

Very truly yours,

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(Signature over Printed Name)

Subject to the evaluation of the requirements/ documents to be submitted to the HRDMO and FSC.

**Recommending Approval:**

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Dean/ Director Chairman, FSC/

Vice President for Academic Affairs

Funds available:

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

Accounting Officer

**Approved by**:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

President

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| --- | --- | --- | --- |
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Republic of the Philippines

**TARLAC STATE UNIVERSITY**

**HUMAN RESOURCE DEVELOPMENT AND MANAGEMENT OFFICE**

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**GUIDELINES FOR THESIS/DISSERTATION**

**FINANCIAL ASSISTANCE**

* A thesis/dissertation writing assistance shall be granted to qualified faculty in the amount of ₱30,000.00 and ₱50,000.00 respectively as per approved Board Resolution No. 30, s. 2015;
* The grantee is a permanent employee of the University and has served the University in a permanent status for at least two (2) years.
* The degree being pursued should be relevant with his/her field of specialization and in line with the development thrust of the College;
* The school/program where the grantee intends to enroll should at least be Level III accredited.
* Evidence must be submitted that the research proposal has been successfully defended, accepted and should be certified by the Dean concerned;
* The grantee shall submit a permit to study;
* The funding must be certified by the Budget Officer;
* The Dissertation topics should be focused on creating impact to the University. They should be duly approved by the Faculty Scholarship Committee.
* The grantee shall be given one year from the date of release of the financial assistance to complete the Thesis/Dissertation. A copy of the Thesis/Dissertation should be submitted to the Committee and subsequently be turned over to the University Library;
* The grantee shall serve the University a corresponding return service equivalent to two (2) semesters;
* In case of failure of the thesis/dissertation, the grantee shall be required to refund the full amount received from the University as thesis/dissertation assistance.