



VISAYAS
STATE UNIVERSITY



**DEPT. OF AGRICULTURAL
EDUCATION AND EXTENSION**

Visca, Baybay City, Leyte, PHILIPPINES

VOIP Phone: 1016

Email: daeex@vsu.edu.ph

Website: www.vsu.edu.ph

January 24, 2022

Dr. Edgardo E. Tulin
President
Visayas State University
Visca, Baybay City, Leyte

Thru: **Dr. Beatriz S. Belonias**
Vice President for Academic Affairs
Chairperson, VSU Academic Personnel Board

Dear **Dr. Tulin**:

Greetings!

The undersigned is currently under the scholarship of the Commission on Higher Education (CHED) Kto12 transition program, who is on study leave taking up PhD in Extension Education in the University of the Philippines Los Baños and presently working on her dissertation this school year 2021-2022.

In this connection, I am humbly requesting for a one semester extension for my study leave, from February to June. The extension will be a big help for me to focus more on crafting my dissertation as well as finishing my graduate studies this school year. I am targeting to gather data for my research study and finally writing up. Thus, I need more time to perform all the activities required for my research field undertakings.

Thank you very much in helping me achieve my doctorate degree especially in these trying times. Rest assured that I will be always be available to lend a helping hand to this University after my studies.

Very truly yours,


ANNA MARTHA C. MONSANTO

Endorsed by:

DAEEx Personnel Committee:

KAREN LUZ P. YAP
Department Head & Chairman

MILAGROS C. BALES
Member

LIJUERAJ J. CUADRA
Member

Recommending approval:

VICTOR B. ASIO
CAFS Dean

BEATRIZ S. BELONIAS
Vice President for Academic Affairs

Approved by:

EDGARDO E. TULIN
President



Management
System
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Vision:
Mission:

A globally competitive university for science, technology, and environmental conservation.
Development of a highly competitive human resource, cutting-edge scientific knowledge
and innovative technologies for sustainable communities and environment.

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