



September 22, 2022

Dr. Edgardo E. Tulin

University President
VSU, Visca, Baybay City, Leyte

Thru: Dr. Beatriz S. Belonias
Vice President for Instruction

Dear President Tulin,

RE: Extension of stay in Japan until September 30

I would like to request for the extension of my stay in Japan until September 30, 2022, to facilitate the final revisions needed for my paper. One of my papers have been recently accepted for publication with minor revisions and I am currently finishing up these revisions with my professor. I have attached the acceptance letter in this e-mail as well as the flight that was purchased by the MEXT scholarship for my return to the Philippines dated September 30, 2022. In addition, I also would like to ask permission to go on vacation leave without pay from October 3 to October 28. I will be going to Canada for personal reasons.

I am hoping for your positive response to this request.

Thank you very much.

Respectfully yours,

EA KRISTINE CLARISSE B. TULIN

Instructor, Department of Biotechnology

Endorsed by:

Dr. MA. THERESA P. LORETO,
Dean, College of Arts & Sciences