



June 30, 2022

**DR. EDGARDO E. TULIN**

President

Visayas State University

Visca, Baybay City, Leyte

Dear Dr. Tulin:

Greetings!

I am writing this letter to humbly appeal to your office to withhold my contractual obligations. I am a CHED K to 12 scholar batch 2016 and pursued my Masters of Business Administration at the University of San Carlos, Main Campus, Cebu City. I have already completed all my academic subjects and is already in the editing stage of my manuscript. I will enroll this summer term for the writing of my thesis and will again enroll in the first term of this coming school term for the oral defense. I was enrolled last semester, however with all honesty, I was not able to do any editing with my manuscript for the reason that I lost track of time with my obligations here in the university and was not able to focus on my manuscript editing.

I know that I have been in this stage so very long, as much as I wanted to finish up, yet I was unable to do so. I am very much and still is willing to graduate in MBA and hopefully that I can find the time to focus on it this year. I already have used up much of my financial resources for I have been personally paying for my school expenses at USC for the reason that we cannot enroll if there are pending balances, and because the school needs to unlock our system, the process will take long, which leads me to pay personally to facilitate enrolment.

Sir I would like to appeal from your kind office to allow me until December of this year to finish my Masters. I am asking until end of this year because I am looking into the worst-case scenario on the schedule of my thesis. I am hoping for your consideration. I am asking for your kind reconsideration sir, as I do not have plans of leaving VSU and I do not have that amount to pay.

Sincerely,

  
**DORYN JAN L. AVILA**

Faculty

Noted by:

  
**BERT C. PEÑALOSA**

OIC-Head, DBM

cc: legal office