



June 22, 2022

DR. EDGARDO E. TULIN

University President

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Visca, Baybay City, Leyte 6521-A

Thru: **DR. BEATRIZ S. BELONIAS**

Vice President for Academic Affairs Visayas

State University

Dear Sir:

Good day! This is in response to the demand letter I received last June 15, 2022. I would like to explain why I wasn't able to finish my MSChemistry at the University of San Carlos (USC) during my study leave and up until the present.

Initially, I have written an appeal dated January 13, 2021, to your good office for me to be given one more semester of study leave with pay to finish my Graduate Thesis and earn my MS in Chemistry degree at USC. I was given a chance to do so starting March 2021 to August of the same year. However, due to the restrictions brought by the pandemic, I was not able to go to USC and conduct the remainder of my thesis, which is to grow suitable crystals for my synthesized compounds to be analyzed via X-ray crystallography. Also, I have been handling overload teaching units at VSU for the 1st semester of 2020-2021, which commenced in October 2020 and ended around March 2021. The amount of work required with the implementation of flexible learning for students had left me to check student outputs and compute grades up until May of the same year. By this time, I was already not able to utilize the time given by the university to work on my thesis. In addition, the 2nd semester of Academic Year 2020-2021 at USC ended that month. With this, I had to re-enroll for the summer term in the hopes of finishing my thesis with the remaining time given.

However, further restrictions were set brought by the emergence of the different variants of COVID-19, and I was forced to stay at home, especially since I have a newborn baby. In addition, my wife and I were still unable to avail of COVID vaccines due to limited availability at that time. I had therefore tried my best to conduct my thesis at DoPAC in the remaining months of my study leave. But then again, COVID cases were reported within the campus, leading me to stay at home again for fear of contracting the virus and possibly affecting my family. I had contacted my thesis adviser asking for a workaround on my thesis for me to graduate within the needed time. However, my thesis adviser still asked me to try to continue growing the needed crystals and still failed to obtain good results.

I then reinstated for work last September 2021 without finishing my thesis. At this point, I was already enrolled for the 1st semester at USC, which commenced in August 2021. I again had overload teaching units due to the number of offered subjects in our department and even provided services to the department as an enrolment focal person and arranged the entire department's workload during the last week of August 2021. I also availed of work-from-home arrangements set by the university, especially during cases of COVID-19 were recorded inside the campus, which hindered me from continuing my thesis. I also have failed to write a Progress Report to the Scholarship Committee due to being uneasy with how my study leave had gone. I sincerely apologize for having failed to do so.



By October of the same year, I was able to avail of the COVID vaccine but had to remain to conduct my thesis from time to time at DoPAC due to teaching workload units and Thesis advisees. However, I still could not get good results. I had then paused from conducting my thesis due to the needed time for me to check the outputs of students and the computation of grades for the semester. I planned to continue by December 2021 and go to USC to conduct my thesis there. Unfortunately, typhoon Odette came, and all my plans were pushed back more due to the aftermath both Leyte and Cebu have sustained.

I continued with my responsibilities as an instructor at DoPAC this 2nd semester and have set aside my thesis work to be conducted at USC by the time our Teacher's Leave will be in effect this July 2022 since travel restrictions are already lifted. However, I plan to finish my thesis within the allotted time of the Teacher's Leave and would ask the Chemistry Department at USC to consider some workaround with my thesis should I still fail to grow the required crystals. Considering the said plans, the earliest that I may finish my manuscript and obtain my MS degree would be December of this year. However, if unprecedented problems may be encountered within the intended time, I may be able to finish my degree by May of 2023.

Having read the Demand Letter sent to me and with the facts and plans I have presented above, I humbly ask from your good office that I will be given consideration and one more chance to finish my degree without having to pay the amount being demanded.

I am hoping for your kind consideration.

Respectfully yours,


KEVIN NICK S. BANDIBAS
Instructor, DOPAC

Endorsed by:


ELIZABETH S. QUEVEDO
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Recommending Approval:

MA. THERESA P. LORETO
Dean, College of Arts and Sciences

BEATRIZ S. BELONIAS
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Approved by:

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