



July 18, 2022

DR. EDGARDO E. TULIN

President

Visayas State University

Thru: **ATTY. RYSAN C. GUINOCOR**

OIC-Chief Legal Officer

Dear **Dr. Tulin**,

Greetings!

I am writing this communication in response to the demand letter which I received last June 15, 2022 regarding my financial liabilities related to my scholarship grant which is CHED K to 12 Transition Program Graduate Scholarship (SGS-L).

The main reason for the non-completion of my graduate degree was the onset of the COVID-19 Pandemic which started just 2 months after my reinstatement on January 2020. Moreover, I was appointed as the Head of the Department of Meteorology (DMet) from July 2020 until March 2022; which adds to my load. Aside from having administrative functions in the department, those times worsened knowing that the pandemic era brought a lot of challenges in the effective delivery of instructions through various modality.

Currently, after being relieved from the headship position, I am back in track with my master's thesis. I have started communicating with my thesis adviser recently and, if it is already feasible, I could deliver my thesis defense at the end of this year 2022. I have also requested our department to allow me to take my Teacher's Leave this Midyear in order for me to allot most of my time and focus more on finishing my thesis.

With this, I would like to humbly ask your good office for another extension to finish my Master's degree in Meteorology until December 2022 or the end of the first semester, A.Y. 2022-2023.

Very truly yours,

DANIEL C. LOR

Faculty, DMet

Noted by:

CHARLIE S. ANDAN

Head, DMet

cc: Legal Office