



**VISAYAS**  
STATE UNIVERSITY



DEPARTMENT OF  
**AGRONOMY**

29 January 2024

**Dr. Daniel Leslie S. Tan**  
OIC-President  
Visayas State University

**Dear Dr. Tan:**

This is to respectfully request a five-day educational leave from April 01 to April 05, 2024. I will be traveling to Los Baños, Laguna on those dates to finish my thesis write-up and personally consult with my thesis adviser. The travel will not entail costs from the university.

I have attached the arrangement for missed classes for your perusal.

Your consideration will be greatly appreciated. Hoping for a positive response to this request. Thank you very much and more power.

Very truly yours,

**MARIEDITH I. BAGARINAO**  
Faculty, DA

Noted by:

**DIONESIO M. BAÑOC**  
Head, DA

Recommending Approval

**VICTOR B. ASIO**  
Dean, CAFS

**BEATRIZ S. BELONIAS**  
Vice President for Academic Affairs

Approved:

**DANIEL LESLIE S. TAN**  
OIC, President

**DEPARTMENT OF AGRONOMY**

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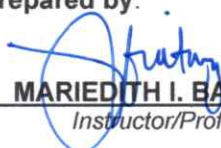



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**FM-VSU-03**  
V2 05-09-2023  
No. DA-C-24-19



**ARRANGEMENT FOR CLASS(ES) MISSED**

*(To be attached to Application for Leave Form and/or Travel Order/Request)*

Name of Faculty		Department	Date of Filing
MARIEDITH I. BAGARINAO		Agronomy	January 29, 2024
Subject(s) Taught	Class Schedule	No. of Students	Arrangement for classes missed/ to be missed
Agro213 Lab Agro 123 Lec Agro 123 Lab	F (7-10) MTh (7-8) W (7-10)	3 18	Assignments To conduct make-up class. Assignment & to conduct make up class.
Reason(s) of:  a. Leave: Date(s): ___ Vacation ___ Sick ___ others (Pls. specify):		b. Travel: Date(s) <u>April 1-5, 2024</u>	
<b>Conforme:</b>  _____ N/A  Name & Signature of person taking over the classes(s)		<b>Prepared by:</b>   <b>MARIEDITH I. BAGARINAO</b> Instructor/Professor	
<b>Approved by:</b>   <b>DIONESIO M. BAÑOC</b> Head, DA Date: <u>01/30/24</u>			

\*to be accomplished in 2 copies



**DEPARTMENT OF AGRONOMY**

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