



June 20, 2022

**ATTY. RYSAN C. GUINOCOR**  
OIC-Chief Legal Officer  
Office of the Chief Legal Officer  
Visayas State University

Dear **Atty. Guinocor**,

This is in response to the demand letter I received from your office regarding the overdue account I have due to my failure of finishing my Master of Science in Meteorology degree from the University of the Philippines in Diliman.

I am deeply sorry for losing the University's confidence in me due to the abovementioned circumstances. As it is, I am not financially capable of paying the overdue account with a grand total amount of Php 2,645,187.92 as of May 31, 2022.

With this, I am humbly requesting your office for an extension on the completion of my graduate degree until December 2022. I already have made significant progress on my thesis work last December 2021 but was unfortunately interrupted by the Typhoon Odette, and subsequently, the Typhoon Agaton. It is with great desire that I will be able to regain the University's confidence in me as one of its faculty members by overcoming this unfavorable circumstance.

May this humble request merit your kind consideration and positive action.

Thank you very much.

Very truly yours,

  
**CHARLINDO S. TORRION**  
Faculty, DMet

Noted by:

  
**CHARLIE S. ANDAN**  
Head, DMet