



JUSTIFICATION

April 25, 2022

TO WHOM THIS MAY CONCERN:

THIS IS TO JUSTIFY the travel of **Ms. Kleer Jeann G. Longatang**, a faculty of the Institute of Tropical Ecology and Environmental Management on April 17–22, 2022.

The purpose of Ms. Longatang's travel was to attend the training on DNA Barcoding of Common Vascular Plants in the Tropics, sponsored by the (ACB) ASEAN Centre for Biodiversity, in Quezon City. The ACB contributes to achieving the goals of the Convention on Biological Diversity (CBD) through Regional Workshop on the DNA Barcoding of Common Vascular Plants in the Tropics. The objective of the regional workshop was to enhance the taxonomic capacity of staff and researchers from academic and research institutions and government units working on species conservation in ASEAN.

The story behind this was, Professor Emeritus Dr. Edwino Fernando at the Department of Forest Biological Sciences, College of Forestry and Natural Resources, University of the Philippines Los Baños, in his verbal communication with Dr. Marlito M. Bande over the phone, last April 08, 2022, informed that he sent a recommendation for representatives to attend the training to be endorsed and approved by the ASEAN Centre for Biodiversity (ACB). The said training was an excellent opportunity for Ms. Longatang whose experience will be beneficial to the Institute, and the university, in general, **with all expenses paid by the ACB**. Unfortunately, the necessary documents relative to the participation in the training were prepared on April 09, 2022 (Saturday), and were not processed and approved on the following workday, Monday, April 11, 2022, due to the Typhoon Agaton hitting Baybay City on the evening of April 10, 2022. Consequently, following the executive order issued by the local government unit of Baybay City, VSU President ordered a suspension of works and classes on April 11, 2022, which was then extended until April 13, 2022 (Wednesday), in consideration of the damage caused by the typhoon; and, the two remaining weekdays then were holidays - the Maundy Thursday and Good Friday. Further, Ms. Longatang pursued her travel even without approved travel order because the training was already scheduled for April 18–22, 2022, and the expected arrival of the participants was April 17, 2022.

The university has a process to be strictly followed. We are aware of it. I, myself, am, meticulous when it comes to following processes, even without ISO-standardized requirements. However, looking into the equally-important significance – the benefits of the training, we have hoped that consideration, because of the unforeseen consequences caused by a fortuitous event, be granted. I am humbly asking for an apology for this lapse. We will comply should there be any other additional requirements necessary to support. For now, I hope this justifies the matter.

Thank you.

ELIZA D. ESPINOSA
Director