



July 1, 2022

DR. EDGARDO E. TULIN

University President
Visayas State University

Thru:

ATTY. RYSAN C. GUINOCOR

Attorney IV
Legal Counsel, VSU

Dear Dr. Tulin,

I am a Graduate Scholar for Faculty under the CHED K to 12 Transition Program of Graduate Studies. And personally, I thank you for giving me such privilege and opportunity. I was previously pursuing my Master in Physical Education at Leyte Normal University (LNU) and was already on my thesis 1 but I was permitted to transfer in VSU because I was diagnosed with Anxiety with panic Attacks when I Travel in distant Places (Please see attached Medical Certificate). Today, I'm pursuing my Master in Education Major in Physical Education (MEd-PE) at Visayas State University as a transferee student but sadly because of the school policy the credit Units from my 30 units earned at LNU was only 6 units. So I took my subjects here in VSU since 2018 and with full load.

The only lacking requirements for me are 5 Subjects with INC mark because I was not able to pass activities since I was part of the extension project of the IHK and Saturday and even sometimes Sunday was part of the working day and with the new subjects from the new curriculum, I was also tasked to make new course syllabus and learning guides for certain BPED major subjects, with these, I was having a difficult time answering my Learning and Assessment Tasks for my MS subjects.

Hence, I am writing to your good office to ask for a little more time until first Semester, December 2022 and or Second Semester July 2023 to finish my Graduate Studies since summer has already resumed and I can comply subjects without any academic load. I will do my best to finish my comprehensive examination by December 2022 with the best of my abilities. I was also hoping if I will be able to finish at this promised time that I could also not pay for the Financial Liability issued by the University.

Hoping for your utmost consideration in granting my request. Thank you and more power.

Sincerely yours,

EDILBERTO A. ARTIGA JR. II

Scholar, CHED K12 Transition Program