



September 08, 2022

Dr. Maria Juliet C. Ceniza

Vice President for Research, Extension and Innovation
Visayas State University
Baybay City, Leyte, Philippines

Thru: **Prof. Rosa Ophelia D. Velarde**
Director for Research
VSU, Baybay City, Leyte, Philippines

Thru: **Dr. Antonio P. Abamo**
Director for Extension
VSU, Baybay City, Leyte

Dear Dr. Ceniza,

This is to respectfully inform you that starting September 1, 2022 until July 31, 2023, I am on Sabbatical Leave. I already submitted all the reports needed by your office (monthly, quarterly and mid-year reports).

While on sabbatical leave, I am leaving my obligations and responsibilities as program/project/study leader to the following faculty of the Department of Agronomy (DA):

1. **Dr. Dionesio M. Bañoc** - (a) as Program Leader of Extension Project titled, "Training, Technical Assistance and Distribution of Agronomic Crops Planting Materials in Support to RDEI Programs of VSU and Other Agencies in Eastern Visayas," and (b) as Project Leader the VSU-IRRI collaboration project.
2. **Dr. Berta C. Ratilla** - as Study Leader of the NCT Grain Legumes project.

As program/project/study leaders, Dr. Bañoc and Dr. Ratilla will supervise the research/extension activities, submit all the reports needed by your office during the period of my sabbatical leave, and present the outputs of the program/project/study during the 2023 RDE inhouse review.

Thank you very much.

Respectfully yours,

ULYSSES A. CAGASAN
Program/Project/Study Leader

Conforme:

DIONESIO M. BAÑOC
Assoc. Professor, DA-VSU
Endorsed:

BERTA C. RATILLA
Assoc. Professor, DA-VSU