



February 10, 2022

DR. EDGARDO E. TULIN
President
Visayas State University
Visca, Baybay City, Leyte

Thru: **DR. BEATRIZ S. BELONIAS**
VP for Academic Affairs
Chairman, Academic Personnel Board

Dear **President Tulin**:

Greetings of Peace and Solidarity!

The members of the IHK personnel committee would like to endorse the progress report of Prof. Mary Jean M. Sapan, who is currently on study leave leading to the degree of Doctor of Philosophy in Education with specialization in Curriculum and Instruction at the University of San Carlos, Cebu City. As reflected on her progress report, she is currently enrolled for Sed residency for the comprehensive exam while revising her dissertation proposal to qualify for the exam.

More so, we would like to endorse Prof Sapan's request for a one-semester extension of her studies to give her enough time to review and take the comprehensive exam and refine her dissertation proposal during the first semester of SY 2022-2023.

We hope for your favorable response to the one-semester extension request of Prof. Sapan.

Attached herewith are the progress report and extension letter request of Prof. Sapan for your reference.

Thank you very much for the privileges granted to her.

Carpe diem amidst the pandemic.

Sincerely yours,
IHK PERSONNEL COMMITTEE


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