



March 1, 2022

ALELI A. VILLOCINO, PhD

Quality Management Representative
Visayas State University
Baybay City, Leyte

Dear Dr. Villocino;

Greetings!

This is with reference to the terminal report of the extension project entitled "Strengthening VSU's Land Administration and Management Program and Enhanced Land Use Planning Services to Local Government Units in Eastern Visayas" that is needed as attachment for the Eco-FARMI Corrective Action Report No. 21-02. Based on my corrective action report dated February 3, 2021, I targeted to submit the terminal report last June 30, 2021. However, due to unavoidable circumstances related to the covid-19 pandemic and for some other reasons, I was not able to complete and submit the report. Hence, in my targeted Sabbatical Leave outputs this year, this is one of the 16 terminal reports that I must submit. May I therefore request for your kind consideration to extend my submission of this report until June 30, 2022.

Thank you very much and hoping for your affirmative reply on this request.

Very truly yours,

PASTOR P. GARCIA, PhD

Head, GISSU

Noted:

DHENBER C. LUSANTA

OIC Director, Eco-FARMI

Approved:

ALELI A. VILLOCINO

Quality Management Representative