



September 08, 2022

**Ms. Marwen A. Castañeda**  
University Registrar, VSU  
Baybay City, Leyte, Philippines

**Dear Ms. Castañeda,**

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 grades of my students that I handled last summer 2022.

While on study leave, I am leaving all my obligations and responsibilities being the academic and thesis adviser of students under me to Dr. Dionesio M. Bañoc a faculty in the Department of Agronomy.


As adviser, he is responsible to guide and advise the student's academic undertakings in the department and university.

Thank you very much and God bless.

Respectfully yours,

  
**ULYSSES A. CAGASAN**  
Faculty

Conforme:

  
**DIONESIO M. BAÑOC**  
Faculty

Endorsed:

  
**RUTH O. ESCASINAS, Ph.D.**  
Head, DA

Noted:

**VICTOR B. ASIO, Ph.D.**  
Dean, CAFS

Approved:

**MARWEN A. CASTAÑEDA**  
University Registrar