



February 14, 2022

**MARIA JULIET C. CENIZA, PhD**  
Vice President for Research, Extension and Innovation  
Visayas State University  
Baybay City, Leyte 6521-A


Dear Dr Ceniza:

Greetings!


This is with reference to my incoming Sabbatical Leave starting March 15, 2022 until March 14, 2023. Related to this, a provisional clearance from the university is required and as such, I requested for the list of reports that I need to submit in your office for the provisional clearance purposes. The officer in-charge for clearance in your office sent to me a list of fourteen (14) studies and project reports which I need to submit, all of them are terminal reports. Basically, this is one of my primary reason for applying one year sabbatical leave is to write all these terminal reports. Hence, I would like to request from your office that I will be allowed to be cleared provisionally from these reports for now but I will submit these reports after my Sabbatical Leave as a requirement for my final clearance from the university.

Thank you very much and hoping for your kind consideration on this request.

Very truly yours,

  
**PASTOR P. GARCIA, PhD**  
Associate Professor IV

Noted:

  
**DHENBER C. LUSANTA**  
OIC Director, EcoFARM