



VISAYAS
STATE UNIVERSITY

INSTITUTE FOR
**STRATEGIC RESEARCH
AND DEVELOPMENT
STUDIES**

September 10, 2025

Dr. Prose Ivy G. Yepes
President
Visayas State University
Visca, City of Baybay, Leyte

Through: **Dr. Rotacio S. Gravoso**
Vice President for Academic Affairs and
Chair, Academic Personnel Board

Dear **Pres. Yepes**,

I would like to apply for a one-year sabbatical leave effective from January 1, 2026 to December 31, 2026. I have been serving as a faculty member of VSU for over three decades, during which I held administrative positions (Admissions Office Head, CME Dean, and ISRDS Director) aside from performing teaching, research, and extension functions. I believe it is high time for me to avail of this extended break from work, with your kind approval and support. My application aligns with the ISRDS Faculty Development Plan, which indicates that I am scheduled for sabbatical leave in 2026.

During the past three academic years, I carried an average of 40 workload units per semester. Due to my heavy workload, there are times when I could not fully utilize my 10-day compensatory day off, 5-day mandatory leave, and 3-day special leave privilege. Like many faculty members, I sometimes work even when I am on leave or day off. I enjoy my work, however, and I have learned to manage my overload.

If granted sabbatical leave, I intend to devote the period not only to rest and health restoration but also to continuing service to my home unit, ISRDS, particularly by contributing to the advancement of our proposal to offer the BS Development Studies program. I also plan to deepen my involvement in community engagement, which has long been my passion. With adequate time, I hope to extend technical assistance to my barangay LGU which has expressed willingness to welcome my support in the planning and implementation of development projects and activities.

I earnestly hope for your favorable approval of this application for sabbatical leave.

Thank you for being ever supportive of our initiatives for professional and personal development.



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