



February 5, 2024

Dr. Teofanes A. Patindol

Director

Institute of Tropical Ecology and Environmental Management (ITEEM)

Visayas State University

Visca, Baybay City, Leyte

Thru: **The ITEEM Personnel Committee**

Dear **Dr. Patindol**,

Based on our approved Faculty Development Plan of 2023-2027, I am supposed to take a Sabbatical Leave (SL) this year, 2024. However, in consideration to Dr. Eliza D. Espinosa's emergency SL, my schedule has to be moved.

Having prepared, far ahead, the activities I am to do during my targeted SL schedule, almost everything is ready now to start. It is in this context that I would like to request your approval to take the privilege of a one (1) year Sabbatical Leave with outputs*, beginning the 2nd Semester of the Academic Year 2024-2025.

With this, I am appealing for your kind consideration of this request and endorse it further to the university process.

Thank you very much.

Very truly yours,

MARLITO M. BANDE

Associate Professor

Recommending Approval:

ITEEM Personnel Committee:

ANGELITA B. ORIAS

Member

KLEER JEANN G. LONGATANG

Member

Approved:

TEOFANES A. PATINDOL

Director

* (1) *Aquilaria* book (A Glimpse of Hope), and (1) peer-reviewed (Scopus_ISI_WoS) article