

November 6, 2023

**Mrs. Marwen A. Castañeda
University Registrar
Office of the University Registrar
Visayas State University
Visca, Baybay City, Leyte**

Dear Mrs. Castañeda;

On June 6, 2023, the VSU Board of Regents approved my study leave for PhD (please see the attached *BOR Res. No. 41-C, series of 2023*), which will commence on October 16, 2023 until October 15, 2026. My Ph.D. degree will be at the Graduate School of Bioagricultural Sciences (GSBS), Nagoya University (NU), Nagoya, Japan, under the Transnational Doctoral Programs for Leading Professionals in Asian Countries (*please see attached Notification of Acceptance*) with a degree of "Doctor of Agricultural Science" in the field of (Forest and Environmental Resources Sciences).

In connection with this, I request from your office that Ms. Angelita B. Orias assume my academic responsibilities at VSU (i.e., subject handled, undergraduate student and academic advisers). Likewise, the undergraduate thesis advisees for students who were unable to graduate during the second semester of SY 2022-2023 were already informed and they will take their responsibilities to look for their appropriate thesis adviser. Rest assured that once I return and am reinstated at VSU, I will assume these responsibilities again.

I am hoping for your positive response on this request.

Thank you very much.

Respectfully yours,

**JIMMY O. POGOSA
Instructor, ITEEM**

Noted by:

**TEOFANES A. PATINDOL
Director, ITEEM**

Approved by:

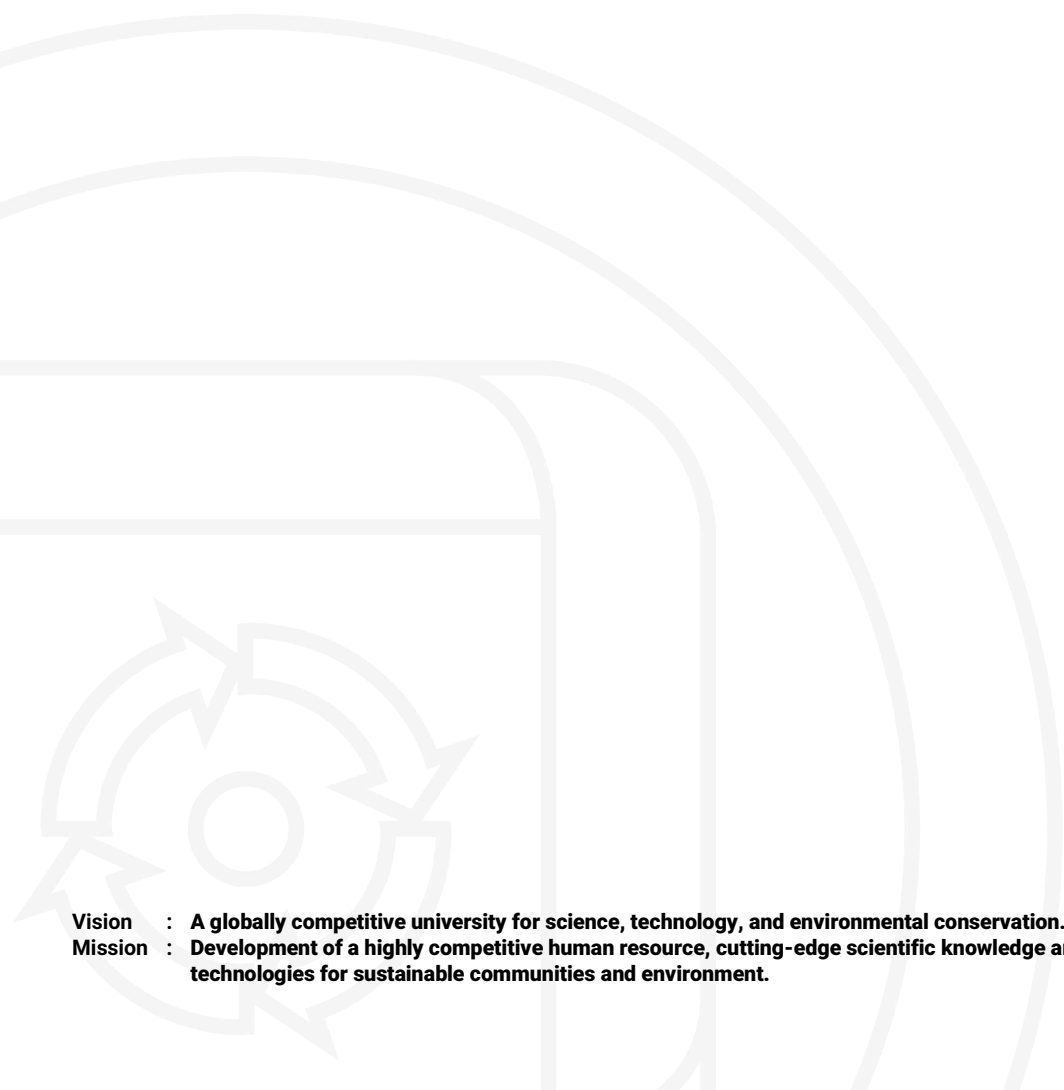
**MIRIAM M. DELA TORRE
OIC, University Registrar**

Conformé:

**ANGELITA B. ORIAS
Instructor, ITEEM**

Noted by:

**DENNIS P. PEQUE
Dean, CFES**



Vision : A globally competitive university for science, technology, and environmental conservation.
Mission : Development of a highly competitive human resource, cutting-edge scientific knowledge and innovative technologies for sustainable communities and environment.