



November 15, 2021

Dr. Edgardo E. Tulin
President
Visayas State University
Baybay City, Leyte

Thru: **Dr. Beatriz S. Belonias**
VP for Academic Affairs
Chairman, Academic Personnel Board (APB)

Dear **Dr. Tulin**,

This is to recommend the study leave of Ms. Lisa I. Arce who have been accepted into the School of Plant, Environment and Soil Sciences at Louisiana State University, USA, for a PhD degree (Fall Semester-January 2022). Together with her admission, the graduate school she is also offered a Graduate Assistantship (GA) as Research Assistant to fund her studies at LSU. The assistantship offered is for a 12-month period (starting January 21, 2022) which may be renewed, and should be contingent on being a student with "good academic and accountability standing". She is expected to carry out responsibilities both of her graduate program (course work, research, thesis) and of the graduate assistantship.

With this, we would like to request your kind office to allow her to go on a study leave with pay, starting January 2022. This will give her an opportunity to further her knowledge, skills, and professional development.

Rest assured that she will do her best to finish her studies on time so that she can return and serve the university. Thank you very much.

Respectfully yours,

PHILROOTCROPS PERSONNEL COMMITTEE


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