



February 7, 2022

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**,

I am pleased to inform you that I have been accepted into the School of Plant, Environment and Soil Sciences at Louisiana State University, USA, for a PhD degree (Summer Semester-May 2022). Together with this admission, the graduate school is also offering me a Graduate Assistantship (GA) as Research Assistant to fund my studies at LSU. The assistantship offered is for a 12-month period (starting May 16, 2022) which may be renewed, and should be contingent on being a student with "good academic and accountability standing". I am expected to carry out responsibilities both of my graduate program (course work, research, thesis) and of the graduate assistantship.

With this, I would like to request your kind office to allow me to go on a study leave with pay, starting May 2022. I believe that this will give me an opportunity to further my knowledge, skills, and professional development.

Rest assured that I will do the best of my capacity to finish my study on time, so I can return and serve the university. Thank you very much.

Respectfully yours,


LISA L. ARCE
Instructor

Endorsed by:

PHILROOTCROPS PERSONNEL COMMITTEE