



February 5, 2024

**Dr. Daniel Leslie S. Tan**  
OIC-President  
Visayas State University  
Visca, Baybay City, Leyte

*Thru:* **Dr. Beatriz S. Belonias**  
Chairman, Academic Personnel Board

Dear **President Tan**,

Based on the approved ITEEM 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 effective November 2023, until October 2024, 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 2<sup>nd</sup> Semester of the Academic Year 2024-2025.

With this, I am appealing for your kind consideration of this request.

Thank you very much.

Very truly yours,

**MARLITO M. BANDE**  
Associate Professor

**Noted:**

**TEOFANES A. PATINDOL**  
Director

**Recommending Approval:**

**BEATRIZ S. BELONIAS**  
Chairman, APB

**Endorsed by:**

**RENEZITA S. COME**  
Dean, College of Forestry and  
Environmental Science (CFES)

**Approved:**

**DANIEL LESLIE S. TAN**  
OIC-President

\*(1) *Aquilaria* book (A Glimpse of Hope), and (1) peer-reviewed (Scopus\_ISI\_WoS) article