



December 1, 2022

DR. EDGARDO E. TULIN

President

Visayas State University
Visca, Baybay City, Leyte

Dear Dr. Tulin,

Good day!

I am Merry Jean A. Caparas, a faculty of the Institute for Strategic Research and Development Studies (ISRDS). Before my employment with the Visayas State University (VSU), I received a fully-funded opportunity to attend the UNLEASH Global Innovation Lab in India on December 3 -10, 2022. This opportunity was recommended to me by the Institute for Water Education (IHE), Netherlands, where I obtained my Master of Science degree. In an article published by the VSU on 19 January 2021, it was mentioned that the University in partnership with CHED and IHE is preparing a project that aims to develop a local pool of multidisciplinary experts in the field of water education.

The UNLEASH Global Innovation Lab focuses on developing innovative solutions for water management practices (SDG 14 & 15), clean water and sanitation (SDG 6), affordable and clean energy (SDG 7), climate action (SDG 13) non-communicable diseases (SDG 3), and mental health (SDG 4). This Lab offers an opportunity to highly selected young professionals around the world to co-creating solutions and/or innovations in achieving a sustainable future.

Whilst my participation in the above-mentioned activity is consequential to my career as a water professional, researcher, and academician, I equally understand that as part of the academic community of VSU there are legal procedures that I have to follow to be able to officially take part in this international event. Although this opportunity was granted to me on 14 September 2022, the ISRDS Committee wasn't able to process the travel recommendation since I only joined VSU on 24 October 2022 and was issued my appointment on 17 November 2022.

At the time being, my documents are still under the review of CHED, and following the standard logistic I am not qualified yet for the issuance of travel authorization by the University. Similarly, my request for official travel is still not granted. As regards, I am writing this letter to inform your good office that I will take an absence from my work from 2 December until 12 December 2022, taking into account the travel time from the Philippines to India and vice versa, for the reason that I will participate on the UNLEASH Global Innovation Lab at the expense of the programme organizers. My attendance at this event would give me the chance to pitch my proposed project on water management and renewable energy to prospective funders, through which I am carrying my designation as an Instructor of VSU.



As my papers for international travel recommendation are still in the process, I am humbly requesting your office and the Scholarship Committee to proceed with its evaluation. In case overall approval will be granted even during my travel or after the event, I would like to further request the consideration of my application for an official travel time.

Thank you so much for being ever supportive of the professional development of the University staff, programs, and projects.

Respectfully yours,

MERRY JEAN CAPARAS

Instructor-1
ISRDS, VSU

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