



21 June 2022

ATTY. RYSAN G. GUINOCOR

OIC-Chief Legal Officer
Office of the Chief Legal Officer
Visayas State University

Dear **Atty. Guinocor**,

I received a letter from your office regarding the overdue account I have due to failure to complete the Master of Science in Meteorology degree from the University of the Philippines-Diliman Campus.

First, I deeply apologize for not being able to complete the master's degree within the required time and meet the University's expectation on me. In my current situation, I am not financially capable of paying the overdue account with a grand total amount of Php 3,376,075.22 as of May 31, 2022.

With this, I am humbly asking your office for an extension on the completion of my graduate degree until December 2022. Currently, I was able to redo about half of my thesis work since the drive where my files were saved were corrupted due to malfunctioned laptop October last year. The backup files I saved in the external drive were no longer opened for some reason. Most of the redo works were interrupted due to typhoon Odette and Agaton.

I am currently using the low-spec PC borrowed from the laboratory and must redo once the laptop I purchased last month have the software required for the thesis installed.

I hope for your kind consideration in this matter.

Very truly yours,

ENGR. ROTSEN B. LABISORES

Faculty, Department of Meteorology

Noted by:

CHARLIE S. ANDAN

Head, Department of Meteorology