

**EXCERPT FROM THE APPROVED MINUTES**

22 August 2025

**Mr. Mark Ryan R. Tripole**  
Head, DoPAC  
Visca, Baybay City, Leyte

*Dear Mr. Tripole,*

This is in connection with the recommendation of the DoPAC Personnel Committee for **Ms. Vivian P. Lina**, Instructor I, to go on study leave with pay for one year to finish her MS in Chemistry at the University of San Carlos – Talamban Campus in Cebu City. Ms. Lina has already met her academic coursework requirements. She was recommended by the Scholarship Committee to continue her MS, subject to submission of approved thesis proposal. Unfortunately, she was unable to meet the requirement since her adviser insisted on conducting preliminary laboratory analysis related to her proposed thesis before applying for the proposal hearing. Over the past two semesters, she has conducted preliminary experiments but has not yet achieved the desired preliminary results. Therefore, this appeal seeks to grant her more time to fully focus on completing her thesis experiments without added workload.

Quoted hereunder is the action of the VSU Scholarship/Fellowship Committee for Academic Staff thru its meeting, dated August 12, 2025, which was approved by the University President.

VSFC-AS Res. No. 267  
Series of 2025

**Action:** Recommending approval to go on study leave with pay under Fellowship grant, subject to President's approval through UADCO.

Certified True and Correct:

  
**JENNIFER E. ANDO**  
VSFC-AS, Secretary

Cc: Ms. Vivian P. Lina  
LDHRAO Files