



**VISAYAS**  
STATE UNIVERSITY



DEPARTMENT OF  
**AGRONOMY**

0342

29 January 2024

**Dr. Daniel Leslie S. Tan**  
OIC-President  
Visayas State University

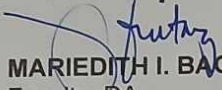
**Dear Dr. Tan:**

This is to respectfully request a five-day educational leave from April 01 to April 05, 2024. I will be traveling to Los Baños, Laguna on those dates to finish my thesis write-up and personally consult with my thesis adviser. The travel will not entail costs from the university.

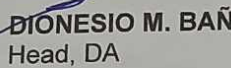
I have attached the arrangement for missed classes for your perusal.

Your consideration will be greatly appreciated. Hoping for a positive response to this request.  
Thank you very much and more power.

Very truly yours,

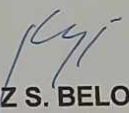
  
**MARIEDITH I. BAGARINAO**  
Faculty, DA

Noted by:

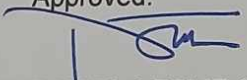
  
**DIONESIO M. BAÑOC**  
Head, DA

Recommending Approval

  
**VICTOR B. ASIO**  
Dean, CAFS

  
**BEATRIZ S. BELONIAS**  
Vice President for Academic Affairs

Approved:

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

**DEPARTMENT OF AGRONOMY**

Visayas State University, PQUV+97H, Baybay City, Leyte

Email: [agronomy@vsu.edu.ph](mailto:agronomy@vsu.edu.ph)

Website: [www.vsu.edu.ph](http://www.vsu.edu.ph)

Phone: +63 53 565 0600 ; Local 1013



Management  
System  
ISO 9001:2015  
www.tuv.com  
ID: 31188587-03



Page 1 of 1  
**FM-VSU-03**  
V2 05-09-2023  
No. DA-C-24-19