



30 January 2024

**Dr. Lijueraj J. Cuadra**

Head, **DAEEx**

Tolosa, Leyte

Dear **Dr. Cuadra**:

This is in connection with the request of **Ms. Anna Martha C. Monsanto** which was endorsed by DAEEx Personnel Committee for one and a half month (1.5) leave to be charged to her available leave credits balance effective February 12-March 27, 2024 to prepare her written comprehensive examination scheduled in March 20-21, 2024. This is her last chance to take the exam and pass or else she won't be allowed to continue her PhD program at UPLB. Her classes were proper arranged already in their department.

Quoted hereunder is the action of the VSU Scholarship/Fellowship Committee for Academic Staff thru its meeting dated January 25, 2024 which was approved by the University OIC-President.

VSFC-AS Res. No. 080  
Series of 2024

**Action:** Recommending approval.

Certified True and Correct:

  
**MA. FEL GAYANILO**  
VSFC-AS, Secretary

CC: **Ms. Anna Martha C. Monsanto**  
LDHRAO Files



**VISAYAS**  
STATE UNIVERSITY

**DEPARTMENT OF  
AGRICULTURAL EDUCATION  
AND EXTENSION**

January 25, 2024

**DR. DANIEL LESLIE S. TAN**

OIC, President

Visayas State University

Visca, Baybay City, Leyte

Thru: **DR. BEATRIZ S. BELONIAS**

Vice President for Academic Affairs

Chairperson, VSU Academic Personnel Board

Dear **Dr. Tan**:

I hope all is well with you. I passed the two component of my written comprehensive exam (WCE) the core and minor in April 2021, but I was unable to take the major component due to the pandemic and subsequent typhoons that affected our place in Hinunangan, Southern Leyte. Due to the power outages and unstable internet connections, the committee did not permit me to take the online exam. Until such time I reinstated, unknowingly the UPLB had altered its policy, requiring a retake if all three components (Core, Major, and Cognate) could not be completed within a year. Regretfully, I was among those affected by this new regulation. Consequently, I have to retake the WCE. I truly need your approval for me to file a one and a half month 1.5 of leave charge to my leave credits starting February 12, 2024 until March 27, 2024 in preparation of the scheduled WCE on March 20-21, 2024. This is my last chance to take the exam and pass or else I won't be allowed to continue my PhD program at UPLB anymore. My classes have properly arranged already in the department.

I'm hoping for a favorable approval to this humble request.

Very truly yours,

**ANNA MARTHA C. MONSANTO**

Faculty, DAEEEx

Endorsed by the Department Personnel Committee (DPC):

**LIJUERA J. CUADRA**

Head and Chairperson,  
DPC

**ANNA MARTHA C. MONSANTO**

Member

**KAREN LUZ P. YAP**

Member



**DEPARTMENT OF AGRICULTURAL  
EDUCATION AND EXTENSION**

Visayas State University, PQWV+V5F, Baybay City, Leyte

Email: daeex@vsu.edu.ph

Website: www.vsu.edu.ph

Phone: +63 53 565 0600 Local 1016




Management  
System  
ISO 9001:2015

www.tuv.com  
ID 9108658749



Page 1 of 2  
**FM-VSU-03**  
V2 05-09-2023  
No.DAEEEx-24-041

Recommending Approval:

  
**VICTOR B. ASIO**  
CAFS Dean

  
**BEATRIZ S. BELONIAS**  
Vice President for Academic Affairs and  
Academic Personnel Board Chairperson

Approved:

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

**Vision:** A globally competitive university for science, technology, and environmental conservation.  
**Mission:** Development of a highly competitive human resource, cutting-edge scientific knowledge and innovative technologies for sustainable communities and environment.