



17 May 2023

Dr. Jannet C. Bencure
Dean College of Engineering & Head, DGE
Visca, Baybay City, Leyte

Dear **Dr. Bencure**:

This is in connection with the endorsement of the of the DGE Personnel Committee for **Engr. Glenda Loraine S. Sobrio's** request for the extension of her study leave effective July 1, 2023 to August 2031, 2023 to finish her Master's Thesis to be charged to her service credits.

Quoted hereunder is the action of the VSU Scholarship/Fellowship Committee for Academic Staff thru its meeting dated May 04, 2023 which was approved by the University President.

VSFC-AS Res. No. 202
Series of 2023

Action: Recommending approval.

Certified True and Correct:


MA. FELIX L. GAYANILO
Secretary, VSFC-AS

cc: **Engr. Glenda Loraine S. Sobrio**
PLBO c/o Mr. Florante Didal
LDHRAO Files



1015

April 17, 2023

DR. EDGARDO E. TULIN
University President

Thru: **DR. JANNET C. BENCURE**
Department Head, and
Chairman, Department Personnel Committee

Dr. Tulin:

Greetings, Sir! I hope this letter finds you well.

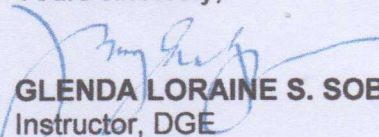
I am **Glenda Loraine Sobrio**, a faculty member of the Department of Geodetic Engineering at this university. I am currently on study leave status to pursue my master's degree, Master of Arts in Urban and Regional Planning (specializing in Environment and Natural Resources Planning) at the School of Urban and Regional Planning, University of the Philippines – Diliman. For this semester, I am taking Plan 300 (Master's Thesis) as my final requirement to complete my master's degree.

At the moment, I am seeking the approval of my full-blown proposal from my thesis committee. After that, I will present my approved proposal to the Science Research Forum this May. Then, I will proceed to conduct my study and the rest of the steps until manuscript writing and approval. My current contract will expire on May 31, 2023, and in my case, I need more time to finish my thesis. I need until the Midyear (July-August 2023) to fully finish the requirements of Plan 300, hence, this letter.

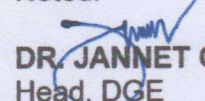
Accordingly, I would like to request your good office that my study leave be extended until August of this year. The said extension will be credited to my available service credits. In this manner, I am assured that I have sufficient time to complete my thesis and come back to VSU in September.

I am hoping for your utmost consideration of this request. Thank you.

Yours sincerely,


GLENDALORAINESOBRIO
Instructor, DGE

Noted:


DR. JANNET C. BENCURE
Head, DGE



April 24, 2023

DR. EDGARDO E. TULIN

President

Visayas State University

Visca, Baybay City, Leyte

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

VP for Academic Affairs and APB Chairperson

Dear Dr. Tulin:

The Department Personnel Committee would like to endorse the request of Engr. Glenda Loraine S. Sobrio to be granted 3 months extension of her study leave from July-August 2023 to finish her Master's Thesis charged to her service credits.


Engr. Sobrio is already taking Plan 300 (Master's Thesis) this semester as final requirement to complete her Masters of Arts in Urban and Regional Planning (specializing in Environment and Natural Resources Planning) at the School of Urban and Regional Planning, University of the Philippines-Diliman.

Respectfully,

Department Personnel Committee:


MARTIN JAN E. MERCURIO

Chairperson


FLORENTINO F. MORALES JR.

Member


EULALIO C. COLUBIO JR.


Member

Noted by:

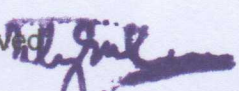

JANNET C. BENGURE

Head, DGE Dean, CET

Recommending Approval:


BEATRIZ S. BELONIAS

VP for Academic Affairs and APB Chairperson

Approved 

EDGARDO E. TULIN

President