



April 14, 2025

**SAMSON L. MOLAO, EdD**  
President  
This University

Thru: **ROMMEL M. LAGUMEN**  
Campus Director

Sir,

I am JENA MAE M. FATAGANI, MAT, currently serving as the **BTVTED Program Chairperson and faculty member of the College of Industrial Technology**. I am writing to formally request a study permit to pursue a Doctor of Philosophy in Technology Education Management (PhD-TEM) at the USM-Kidapawan City Campus, commencing August 2024.

To facilitate my attendance at USM-Kidapawan City Campus, I respectfully request the following accommodation;

- Weekend Absences: Excused absences on Saturdays and Sundays when required for campus events or university activities at USM-Kidapawan.**

This accommodation is necessary to ensure my participation in classes. I am committed to maintaining my responsibilities as BTVTED Program Chairperson and faculty member while pursuing my doctoral studies. I will diligently manage my time to ensure the quality of instruction and program administration remains unaffected.

Thank you for your consideration of my request for a study permit and these academic accommodations. I look forward to your positive response.

Warm regards,

**JENA MAE M. FATAGANI, MAT**  
BTVTED Program Chairperson  
Faculty

Recommending Approval:

**CHARLIE J. MAGHANOY, EdD**  
Industrial Technology  
College Dean