



October 4, 2022

Dr. Edgardo E. Tulin
President
Visayas State University
Baybay City, Leyte

Thru: **Dr. Beatriz S. Belonias**
Chairman, Academic Personnel Board

Dear **Dr. Tulin**:

We would like to respectfully request for the hiring of **one (1) Faculty** who specializes in **Agricultural Engineering** to serve as technical staff of the Ecological Farm and Resource Management Institute (Eco-FARMI) for the following reasons:

- (1) Our core technical staff, Pastor P. Garcia, with specialization in Agricultural Engineering, will be retiring effective January 1, 2023. (See attached communications); and
- (2) There is a dire need for a technical specialist on Agricultural Engineering to implement the Eco-FARMI REI Agenda of the Institute.

While performing her/his core functions at the Institute, the new faculty can also teach at the Department of Agricultural and Biosystems Engineering, College of Engineering and Technology.

Thank you very much, and looking forward to your kind consideration of this request.

Very truly yours,

Eco-FARMI Personnel Committee:

DHENBER C. LUSANTA
Chairman

FE M. GABUNADA
Member

Study Leave
MAREJEN A. VILLAREMO
Member

PASTOR P. GARCIA
Member

JEROME O. ARRIBADO
Member

Recommending Approval:

MARIA JULIET C. CENIZA

VP for Research, Extension and Innovation

BEATRIZ S. BELONIAS

VP for Academic Affairs &

Chairman, Academic Personnel Board

Approved:

EDGARDO E. TULIN

President



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and innovative technologies for sustainable communities and environment.

Page 2 of 2

FM-VSU-03
v0 05-04-2020

No. 22-114



VISAYAS
STATE UNIVERSITY



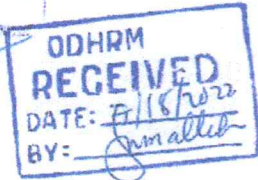
**ECOLOGICAL FARM AND
RESOURCE MANAGEMENT
INSTITUTE**

Visca, Baybay City, Leyte, PHILIPPINES
Telephone: (053) 565 0600; local: 1040
Website: www.vsu.edu.ph

June 30, 2022

Dr. Edgardo E. Tulin
President, Visayas State University
Baybay City, Leyte 6521-A

DVP DDC NO. 1248
RECEIVED BY
07/18/2022
04/01/2022



Dear Dr. Tulin:

Greetings!

This is with reference to the letter dated December 13, 2021 addressed to Mr. Dhenber C. Lusanta and signed by the Secretary of the VSU Scholarship/Fellowship Committee for Academic Staff (VSFC-AS) regarding the pending action on my application to go on Sabbatical Leave starting March 15, 2022 subject to submission of my workload for the past three years. As of this date however, the signatories for the appointment for my workload for the past three years has already retired, specifically Dr. Othello Capuno and Dr. Jose L. Bacusmo. It seems to me that there is an impasse who will sign for the appointment.

In view of this situation, I would like to request from your office, to forego my application for Sabbatical Leave and instead request permission to retire from service effective January 1, 2023.

Thank you very much and hoping for your affirmative response on this request.

Very truly yours,

PASTOR P. GARCIA

Endorsed by:

Eco-FARMI Personnel Committee:

DHENBER C. LUSANTA
Chairman

FE M. GABUNADA
Member

Sabbatical Leave
ROMEL B. ARMECIN
Member

MAREJEN A. VILLAREMO
Member

JEROME O. ARRIBADO
Member



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Page 1 of 2
FM-VSU-03
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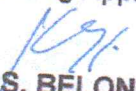
VISAYAS
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Telephone: (053) 565 0600; local: 1040
Website: www.vsu.edu.ph

Recommending Approval:


BEATRIZ S. BELONIAS
VP for Academic Affairs

Approved:


EDGARDO E. TULIN
University President

APB Resolution No. 233
Series of 2022
Recommending approval.

August 11, 2022

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Page 2 of 2
FM-VSU-03
v0 05-04-2020
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Republic of the Philippines
Visayas State University

ACCEPTANCE OF RETIREMENT

Date: September 13, 2022

Dr. Pastor P. Garcia
EcoFARMI, VSU
Visca, Baybay City, Leyte

Sir/Madam:

In reply to your letter dated June 30, 2022 tendering your retirement from the position of Associate Professor IV in EcoFARMI, may I inform you that the same is hereby accepted to take effect on January 1, 2023.

Your services while employed from this Office have been rated as Very Satisfactory, for your reference.

Very truly yours,


EDGARDO E. TULIN

Appointing Officer/Authority

Received by:  Vanessa May B. Milan
Signature over Printed Name

Date: 9/23/22