

December 6, 2021

**Dr. DILBERTO O. FERRAREN**

Vice President for Planning, Resource Generation and Auxiliary Services  
Visayas State University  
Visca, Baybay City, Leyte

SUBJECT: Promissory note for immediate turn-over of the housing unit upon retirement.

Dear Sir:

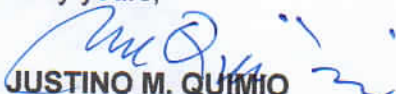
Let me first express my gratitude to the university for the privilege of living in a housing unit during the time of my employment as professor in VSU. I am thankful also for the experience of living in a very pleasant, peaceful academic community in the university campus.

After 40 years, I am about to retire by end of June, 2022. For clearance purposes with the university, I hereby declare that I have no intention to enjoy the one-year extension of stay in the unit as allowed in the housing contract. I plan to immediately vacate the unit after the date of retirement. On the other hand, if you may permit, I would request that I be given few days to retrieve my personal belongings for shipment to my home place in Batangas.

My unit is at Apartment No. 48, Kilbourne Drive, VSU Campus.

Thank you very much.

Truly yours,

  
**JUSTINO M. QUINIO**  
Professor V

Concurred by:

**DILBERTO O. FERRAREN**  
Vice President, OVPPRGAS