



March 3, 2023

**EDGARDO E. TULIN, PhD**  
University President  
Visayas State University  
Visca, Baybay City, Leyte 6521  
Philippines

Through: **HONEY SOFIA V. COLIS**  
Director  
Human Resource and Management  
Visayas State University  
Visca, Baybay City, Leyte

Dear **Dr. Tulin**,

Good day!

I would like to inform your good office I applied for a teaching position at the Biliran Province State University (BIPSU) and is offered a position with a rank of Assistant Professor 2 based on their Merit and Selection Policy.

May I therefore request your approval of my transfer to BIPSU effective April 4, 2023. May I further request the assistance of ODHRM of VSU in facilitating my transition to BIPSU based on the guidelines of the Civil Service Commission and the VSU Merit System.

Please allow me to express my gratitude to VSU for the opportunity the university has given me for more than a decade. I truly enjoyed my time at Department of Food Science and Technology, especially the family-like treatment and experiences, and with the whole VSU community for the trust and confidence especially in the area of research which helped me able to grow as a teacher and researcher. For the meantime, I will be happy to assist the department with whatever help I can offer to smoothen the vacancy that I will be leaving. Also, I will use this time to clear up my responsibilities and duties to further smoothen my exit from the university.

Once again, Sir thank you so much to you, your administration and the entire academic community for the opportunity afforded to me. I really enjoyed working with you and all the people around but my family's needs forced me to make this very difficult decision. Hoping therefore for your kind understanding and approval to this request.

Sincerely,

  
**JULIOUS B. CERNA**  
Instructor I

Noted by:



**LYNETTE C. CIMAFRANCA, PhD**

Head, Department of Food Science and Technology  
Visayas State University  
Visca, Baybay City, Leyte

Noted by:

**VICTOR B. ASIO, PhD**

Dean, College of Agriculture and Food Science  
Visayas State University  
Visca, Baybay City, Leyte

Noted by:

**BEATRIZ S. BELONIAS, PhD**

Vice President for Academic Affairs  
Visayas State University  
Visca, Baybay City, Leyte



Management  
System  
ISO 9001:2015  
www.tuv.com  
ID: 9108658749

**VSU's Vision:** A globally competitive university for science, technology, and environmental conservation.

**VSU's Mission:** Development of a highly competitive human resource, cutting-edge scientific knowledge and innovative technologies for sustainable communities and environment.

Page 2 of 2

**FM-VSU-03**  
v0 05-04-2020

No. DFST 23-027