



March 23, 2022

MS. ALICIA M. FLORES

Administrative Officer III
Head, SPMMO
Visayas State University
Visca, Baybay City, Leyte

Dear **Ms. Flores**,

This is to inform you that my mandatory retirement from service as Professor at the Department of Forest Science, College of Forestry and Environmental Science will commence on September 28, 2022. In this regard, I wish to request for an updated list of equipment, instruments, and other things with my MRs and AREs that I have to settle as part of the clearing process of VSU.

Hoping for your favorable consideration and support.

Sincerely,

EDUARDO O. MANGAOANG, PhD
Professor and Director