



February 22, 2022

**Dr. EDGARDO E. TULIN**  
President  
VSU, Baybay City, Leyte

Thru: **HONEY SOFIA COLIS**  
Head-ODHRM

Dear Dr. Tulin:

This is to inform you that one (1) of our Forest Ranger/Forest Guard, Mr. Jaime B. Berondo has just filed his retirement effective January 16, 2022. In this connection, I would like to request for hiring a replacement for us to continue the delivery of the Department of Forest Science forest protection routinary activities that include: patrol works, issuance of firewood collection and bamboo cutting permits, information dissemination in neighboring barangays, apprehension of forest violators; and monitoring of forest occupants or farmers in our forest reservation.

Attached is the approved and revised retirement letter of Mr. Berondo for your reference.

Hoping for your favorable action in this regard.

Very respectfully yours,

**ANATOLIO N. POLINAR**  
Head, DFS

Recommending Approval:

**DENNIS P. PEQUE**  
Dean, CFES

Approved:

**EDGARDO E. TULIN**  
President