

September 14, 2023

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

Dear Dr. Tulin,

I would like to inform you of my intention to retire from government service effective January 1, 2024.

Being a part of the workforce for Visayas State University (VSU) is a great pride. Having served as Clerk (contractual) for five (5) years with the then ViSCA-GTZ Applied Tropical Ecology Program from 1994 until its completion in 1999 was an inspiring and fulfilling experience. With PhilRootCrops (JO) from August 2006 until June 2014, working was likewise memorable. Finally, with the Institute of Tropical Ecology and Environmental Management (ITEEM) from July 2014 to this date, a valuable nine (9) years, with a family. It was only with the ITEEM, under the directorship of Dr. Marlito M. Bande when my contribution was recognized that I was recommended and awarded the Casual status. Kudos to Dr. Bande! Grateful beyond words! Enjoying the privilege of the status from October 2019, my thanks also to the VSU administration.

Again, thank you very much, VSU! May God continue to bless you to be a blessing to everyone. More power!

Very truly yours,

**CECILIO M. BENITEZ
Administrative Aide I (Clerk)**

Noted:

**ELIZA D. ESPINOSA
Director, ITEEM**

Approved:

**EDGARDO E. TULIN
University President**