



December 6, 2021

DR. DILBERTO O. FERRAREN

Chairman

Bids and Awards Committee

Dear Dr. Ferraren,

I am writing to formally notify you of my resignation from my assignment as part of the Technical Working Group. In accordance with my notice period, my final day of service to the committee will be on December 31, 2021.

I will be focusing on our MIS project which will entail most of my time since two (2) of my programmers will be leaving the project, thus the need for me to be more hands-on in the development of the systems.

I have thoroughly enjoyed and gained more knowledge as part of the TWG and would like to thank you for all the opportunities I have been afforded here.

In the coming weeks before December 31, 2021, I am fully committed to providing assistance in ensuring a smooth transition to a new TWG member.

Sincerely,

NORMAN O. VILLAS

Computer Programmer I

Noted by:

SEAN O. VILLAGONZALO
HEAD, ICTMC