



**VISAYAS**  
STATE UNIVERSITY

INSTITUTE FOR  
**STRATEGIC RESEARCH  
AND DEVELOPMENT  
STUDIES**

Nov. 14, 2024

**Dr. Prose Ivy G. Yepes**  
President, VSU  
Baybay City, Leyte

Dear **President Yepes**:

Greetings!

I would like to request for reconsideration to retire from government service effective **January 16, 2025** instead of **January 1, 2025**. This would give me time to finish my IPCR July 1 to December 31, 2024, OPCR January to December 2024, VSU extension 4<sup>th</sup> quarterly report of accomplishments, 2024 annual reports and other required documents. Attached is the approved NAPB letter for the January 1, 2024 effectivity of my retirement.

May this request merit your favorable response. Thank you very much.

Sincerely,

  
**SALOMA B. GISULGA**  
Science Research Specialist I

Recommending Approval:

**LILIAN B. NUÑEZ**  
CME Dean, Director ISRDS and  
VSU-BIDANI Program Leader

Approved:

**PROSE IVY G. YEPES**  
University President



**INSTITUTE FOR STRATEGIC RESEARCH  
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